

AGREEMENT

Between

**BOARD OF EDUCATION
ELMHURST COMMUNITY UNIT SCHOOL DISTRICT
205,
DUPAGE COUNTY**

and

**ELMHURST TEACHERS' COUNCIL LOCAL 571
AMERICAN FEDERATION OF TEACHERS**

July 1, 2024 to June 30, 2027

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PREAMBLE

Elmhurst Community Unit School District (CUSD) 205 recognizes that the ultimate aim of public schools is to provide the best education possible for students in the District. The attainment of this educational goal is a shared responsibility of the Board of Education, the members of the Elmhurst Teachers' Council (ETC), and administrative/supervisory staff. We stand united in the belief that a strong and effective school District focused on learning and teaching requires mutual understanding, cooperation, communication, and collaboration amongst all groups.

ARTICLE I: PARTIES, RECOGNITION AND DEFINITION OF THE BARGAINING UNIT

Section 1.1 - Parties to Agreement

This Agreement is made and entered into by and between the Board of Education of Community Unit School District No. 205, DuPage and Cook Counties, Illinois, hereinafter referred to as the Board and the Elmhurst Teachers' Council Local 571, American Federation of Teachers, hereinafter referred to as the Union.

Section 1.2 - Definition of Membership

The Board hereby recognizes the Union as the sole and exclusive bargaining representative for salaries and working conditions for all professionally licensed personnel of Community Unit District No. 205 hereinafter referred to as Teachers except for the following classifications and positions which are excluded from the bargaining unit:

1. All administrative and executive personnel including the Superintendent; Assistant Superintendents; Executive Assistant to the Superintendent; Principals and Assistant Principals; Executive Directors, Directors, Assistant Directors, and Coordinators of Administration; High School Deans and Division Chairs, Cafeteria Managers; Aquatics Coordinator, Director of Summer School (if such position is filled by an Administrator); those under temporary full-time administrative appointment; and Superintendent's staff personnel.
2. Teacher assistants and other paraprofessional personnel, administrative assistants and clerical personnel and substitute Teachers.

Part-time Teachers employed for an amount of time equal to, or more than, 0.9 FTE shall be considered to be full-time Teachers for purposes of health insurance benefits in this Agreement.

ARTICLE II: BOARD RIGHTS AND RESPONSIBILITIES

The Board, by mutual agreement with the Union, commits itself to such Union rights and other conditions of employment as incorporated in the Agreement; and the Board, on behalf of the electors of the District, retains and reserves unto itself the ultimate responsibilities for proper management of the school District conferred upon and vested in it by the School Code and the Constitutions of the State of Illinois and the United States, including the responsibility for the right:

- A. To maintain executive management and administrative control of the school system and its properties and facilities, and the professional activities of its Teachers as related to the conduct of school affairs;
- B. To hire all Teachers and, subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion; and to promote and transfer all such Teachers;
- C. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
- D. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction according to current written Board policy; the selection of textbooks and other teaching materials; and the utilization of teaching aids of all kinds;
- E. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of Teachers with respect thereto, and non-classroom assignments and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Illinois, and the Constitution and laws of the United States. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the Illinois School Code or any other national, state, county or local laws or regulations as they pertain to education.

ARTICLE III: UNION RIGHTS AND RESPONSIBILITIES

Section 3.1- Union Membership

The Union shall indemnify and hold harmless the Board, its members, officers, agents and Teachers from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purposes of complying with the provisions of this Article, or in reliance on any list, notice, certification, affidavit, or assignment furnished under any of such provisions.

Nothing herein shall prevent a Teacher from revoking their request for membership, by notifying the Board and Union, in accordance with the internal procedures of each organization.

The Union President shall be notified within two (2) business days of the District's receipt of a Freedom of Information Act (FOIA) request that asks for information about any Teachers including, but not limited to, name, email address, birth date, social security number, or any part of a home address, or a list of employees in the bargaining unit or their Union member status. To the extent allowed by law, the District shall not release "Private Information" as that term is defined in the Freedom of Information Act (5 ILCS 140/2 9c-5).

Section 3.2 - Dues Deduction

The Board agrees that it shall withhold from the compensation of any Union member any dues payable by such Teacher to the Union. The Board shall transmit such withholdings to the Union on a semi-monthly basis. Dues shall be withheld from each regular payroll period in an amount that is equal to the pro-rata share of the annual dues payable to the Union. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized deductions. Dues revocations are processed by the Union. In the event that a Teacher revokes their dues in accordance with the terms in which he/she authorized the dues deductions, the Union will notify the Board after the close of the revocation period.

Section 3.3 - Collective Bargaining

All collective bargaining shall be conducted between the Union and the Board or fully empowered agents or representatives of the Union or the Board.

Section 3.4 - No Discrimination

There shall be no discrimination against Teachers because of Union membership or lawful Union activity.

Section 3.5 - Use of Buildings by Union

Upon sufficient notice, when space is available and at no additional expense to the Board, the Union shall have the use of school buildings for regularly scheduled meetings and other such meetings as shall be necessary for the conduct of Union business.

Section 3.6 - Union Communication

At no additional cost to the Board, and without disrupting the educational process of the District, the Union shall have the right, for the conduct of business, to use: District electronic communication technologies (such as, but not limited to, email and Google Drive), school duplicating facilities, school telephones, the inter-school mail service, faculty bulletin Boards and faculty bulletins. The Union President or designee has the right to use District electronic communication technologies to

communicate with all Teachers. Building representatives of the Union have the right to use District electronic communication technologies to communicate with all Teachers in their respective buildings.

Section 3.7 - Union Time at Building Meetings

At the request of the Union President or designee, time shall be granted at District, building and department meetings to briefly explain Union business. The Union shall not use this time to review the state or progress of collective bargaining or other unresolved disputes between the Board and the Union.

Section 3.8 - Desk, File Cabinet, and Phone for Union Use

The Board shall make available in the District a lockable desk, a lockable file cabinet and a telephone for exclusive Union use.

Section 3.9 - Documents Provided from the Board

Should the Union President have specific requests for documents not readily available on the District website or intranet, the Union President may request such documents from the Assistant Superintendent of Human Resources. Appropriate documents will be provided within seven (7) working days from the date of the request whenever possible.

Upon request by the Union, The Assistant Superintendent for Finance and Operations, shall provide statistical information, not including Teachers' names, pertaining to Teachers' step, salary and lane placement, extra duty assignment compensation schedules and fringe benefits of Teachers each school year within two (2) weeks of the request.

The Administration and Union will meet for annual review of the potential staffing for the upcoming school year no later than seventy-five (75) calendar days prior to the end of the current school year.

Section 3.10- Discussion of Educational Policy

When the need arises, the Superintendent or designee and the Union President or designee shall meet upon the request of either party within a reasonable time for the purpose of discussing educational policy.

Section 3.11- Conducting Union Business

The Board and the Union agree that the conducting of Union business shall not interfere in the educational program of the schools. The Board and the Union further agree that Teachers shall not engage in Union organizational activity during assigned teaching time or time during which they have other assigned responsibilities.

Section 3.12 -Student Involvement in Union Activities

The Board and the Union agree that Teachers shall not initiate or solicit student support in any concerted Union activities in the District.

Section 3.13 - Reopening Negotiations

The Union agrees that it will not unilaterally reopen or attempt to reopen negotiations on any subject or matter not covered in this agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated and signed this Agreement.

Section 3.14 - Release Days for Union President

The President of the Union, or designee, will be granted two (2) school days release time during the school year, at no loss of salary, for the purpose of attending Union meetings or conferences. At the discretion of the Superintendent, release days for the Union President, or designee, may also be granted for the purpose of working with the District Administration.

Section 3.15 - Release Time for Union President

The Union President shall not be expected to carry any supervisory, extra duty or extracurricular assignments. For the purpose of performing Union duties, the Union President shall have release time equivalent to 0.4 FTE of assigned student contact time equivalent to that of a regular classroom Teacher at the Union President's corresponding level. The Superintendent and Union President shall meet to agree on the best method to provide this release time.

Section 3.16 - Union Officials' Visitation

Officials of the Union who are not Teachers of the District shall be permitted to visit the school premises during the school day to transact official Union business provided they inform the building Principal or the Superintendent's office in advance and do not disrupt scheduled instruction time of the Union members.

ARTICLE IV: Professional Conditions

Section 4.1 – Committees

The Board and Union agree to establish District-wide Contractual Committees in order to collaborate, communicate and efficiently meet District goals. These committees will be voluntary and considered advisory in nature.

Contractual Committees and committees created by the Board will communicate, information, products or decisions that impact Teachers.

No Contractual Committee or committee created by the Board is empowered to conduct collective bargaining, nor to make recommendations for any changes to this Agreement.

Established Contractual Committees are:

- District Calendar Committee
- Leadership Council
- Teacher Evaluation Committee
- Insurance Committee
- Labor Management Committee (LMC)
- Stipend Committee

Each Contractual Committee will have members of the Administration, the Union President or designee, and other Teachers selected by the Union who are interested in serving on the established Contractual Committees. Any recommendations from the committees shall be brought to the Administrative Cabinet for discussion. Any action recommended by the Administrative Cabinet to the Board will be communicated to all members of the committee. Any action taken by the Board will be disseminated by the Administrative committee representatives to the committee.

Section 4.1 (a) – District Calendar Committee

Prior to February 1, the District Calendar Committee shall meet and discuss the school calendar for the following school year or the following two school years. The Board shall consider the recommendations of the Committee and the Superintendent before adopting the school calendar.

The committee will consist of six Teacher representatives to be determined by the Union President (inclusive of all three levels) and six members of Administration to be determined by the Superintendent.

Section 4.1 (b) - Leadership Council

As a means of fostering positive relationships and working together to achieve the goals of the District, the parties agree to maintain a Leadership Council. The Leadership Council shall proactively discuss, address and develop solutions regarding matters of mutual concern. The Leadership Council will discuss rationale and the implementation processes for District initiatives, provide an open forum for District issues and ensure its work is communicated with all stakeholders on a timely basis.

The Leadership Council will include the Union President or designee, one (1) Teacher from each building but two (2) Teachers from the high school, selected by the Union, and the members of the Administration.

The Leadership Council will meet quarterly during the school year beginning in September. The committee may meet more frequently upon request of either the Union or the Board.

The Leadership Council is expected to anticipate District needs and respond to concerns.

Section 4.1 (c) - Teacher Evaluation Committee

Any revisions to the Certified Staff Performance Evaluation Program (also known as the Evaluation Handbook), or to the Teacher evaluation forms, must be jointly agreed to by the Administration and Union through the Teacher Evaluation Committee.

The committee will consist of six Teacher representatives to be determined by the Union President (inclusive of all three levels) and six members of Administration to be determined by the Superintendent.

Section 4.1 (d) - Insurance Committee

A standing insurance committee will be composed of four Teachers selected by the Elmhurst Teachers' Council, one custodian selected by the Custodian Union, one support staff member selected by the Support Staff Union, four staff members or Board Members (no more than two) selected by the Superintendent, the Teacher Benefits Coordinator and the Assistant Superintendent for Finance and Operations as Chairperson.

The Insurance Committee shall meet at least quarterly for the purpose of reviewing the insurance/health programs and developing and proposing modifications to the existing plan designs. The committee shall strive to maintain high-quality and attractive benefits and simultaneously mitigate annual premium increases which would reduce costs for the District as well as staff members. In the event the insurance increases exceed the premium increase cap, as defined in Article 9.1, the committee shall draft a proposal which will be voted on by the committee. Members of the committee may survey their constituencies as needed. If a majority votes in favor of the proposal, it shall be recommended to the Board. If the Board does not approve the recommended proposal, the matter goes back to the committee for revision and then returned to the Board for approval. Any proposal approved by the Board shall be implemented no later than the beginning of the next calendar year in which the insurance plan takes effect.

Section 4.1 (e) - Labor Management Committee (LMC)

At the request of either the Superintendent or the Union, when the need arises, the LMC shall meet to discuss matters related to the implementation of this Agreement. The LMC will include the Superintendent or designee, District administrators, the Union President or designee, and all Executive Officers of the Union. Additional persons may be invited by mutual consent to serve as resources when necessary.

Section 4.1 (f) - Stipend Committee

The Stipend Committee shall consist of the Assistant Superintendent for Human Resources or designee and at least three (3) other administrators, the Union President or designee, and at least one (1) Teacher from each level selected by the Union.

The Stipend Committee will codify established practices into the form of either a job description or minimum criteria and expectations for each stipended position. The job description or criterion will include, but not be limited to, expected student contact hours, responsibilities of the supervisors and student enrollment/participation requirements. The Stipend Committee will also establish job

descriptions or minimum criteria and expectations for new stipend positions created by the Board. Once written, these job descriptions or minimum criteria and expectations shall be adjusted under the provisions as defined in Section 8.1(b) of this Agreement.

Section 4.2 - School Calendar

The school year shall consist of one hundred seventy-seven (177) pupil attendance days, four (4) institute days fixed in the calendar, ten (10) hours of parent/Teacher conference time outside of the school day, which will count as one (1) additional Teacher work day, and five (5) snow or emergency days. All unused snow or emergency days shall be removed from the calendar by declaring holidays or by moving up the closing day of school to ensure that the one hundred eighty-two (182) Teacher attendance days are not exceeded.

Section 4.3 – Parent-Teacher Conferences

The Parent/Teacher conference dates and times will be established in the District calendar as part of the work of the District Calendar Committee.

Although each level may have different dates and times for Parent/Teacher conferences, the following parameters apply to all levels:

- One (1) session of conferences will be held in the evening following a student attendance day. The evening conference session will last at most four and one-half (4 ½) hours, including a minimum of thirty (30) minutes of break time.
- One (1) session of conferences will be held during the daytime (similar to regular working hours, on a student non-attendance day). The daytime conference session will last at most eight (8) hours, including a minimum of sixty (60) minutes of break time.
- Excluding breaks, the total conference time for each Teacher shall be no more than ten (10) hours.

Section 4.4 - Teacher Professional Day

The Board and Union acknowledge that education as a profession includes many teaching and non-teaching responsibilities. The presence of Teachers before and after school as well as at extracurricular activities and events which occur outside of student instructional time is beneficial to the school culture and environment.

Section 4.4 (a) - Supervisory Assignments for Events Outside the Standard School Day

Teachers at all levels must supervise up to four (4) events outside of the regular school day, not to exceed approximately seven (7) hours total. Building Administrations will be responsible for publishing the time commitment for each of the events that will count toward the seven (7) hours of supervision. Teachers and Administrators recognize that there are some events, as a part of the seven (7) hours, at which attendance by all Teachers may be required in their respective buildings. Special education teachers, Speech/Language Pathologists, School Social Workers, and School Psychologists shall not be subject to the provisions of this paragraph with the exception of schoolwide Curriculum Nights/Open House attendance, not to exceed three (3) hours total.

At the Early Childhood, Elementary and Middle School levels, building Administrations will provide Teachers with an opportunity to sign up for supervisory responsibilities included in the seven (7) hour provision.

At the high school level, supervisory assignments will be made by the building Administration and given to Teachers within the first full week of student attendance. Teachers who may be assigned supervisory

responsibilities within the first week of student attendance will be notified at least seven (7) days prior to such assignment. Event supervision will be determined by the building administration.

If a Teacher's coaching, club or activity sponsorship includes presence at certain events, those events will not be counted toward the seven (7) hours of required supervision. It is further understood that no additional compensation shall be given for voluntary attendance at school events or functions during or outside the regular school day. However, if a Teacher agrees to supervise additional activities at the request of the Administration, compensation shall be awarded at the appropriate level.

Section 4.4 (b) - Teacher Attendance Times

Beginning and ending times for the student attendance day and the regular Teacher professional day will be shared with Teachers on an annual basis before the end of the preceding school year.

Section 4.4 (c) - Responsibilities for Part-Time Teachers

Part-time Teachers, employed as less than 1.0 FTE, will participate at the same level as full-time Teachers at Institute Days and at events which require all Teachers to be in attendance as part of the seven (7) hour supervision provision.

Part-time Teachers, employed as less than 1.0 FTE, will be required to attend meetings, parent-Teacher conferences, and other supervisory responsibilities in line with the equivalence of their part-time status. For example, a 0.4 FTE is required to attend forty percent (40%) of the meetings that a 1.0 FTE would attend. Determination of which meetings the part-time Teacher is to attend will be worked out jointly between the Administration and the part-time Teacher. Additional voluntary attendance at meetings and events will be at the discretion of the part-time Teacher and will not be compensated.

Section 4.4 (d) - Institute Days

Of the four (4) Institute Days in the school calendar, two (2) of these days shall be at the beginning of the year before the start of student attendance days. These Institute Days shall be seven (7) hours and thirty (30) minutes in length with a minimum of five (5) hours dedicated to professional development. The two (2) other Institute Days shall be five (5) hours and thirty (30) minutes in length with five (5) hours dedicated to professional development.

Section 4.4 (e) - Student Late Arrival Days

Student late arrival days may be scheduled at most two (2) mornings each month for the Early Childhood, Elementary and Middle School levels, and at most four (4) mornings each month at the High School level. Professional collaboration and professional development during late arrivals will last ninety (90) minutes, followed by a period of at least ten (10) minutes before beginning student instruction.

Section 4.4 (f) - Faculty Meetings

On an as-needed basis, as determined by building administration, Teachers at the Elementary and Middle School levels, but not Early Childhood, will be expected to attend a full faculty meeting with their building Administrations no more than one (1) time per month, not to exceed nine (9) meetings per school year, for a maximum of one (1) hour after the regular Teacher professional day has ended. Efforts will be made by building administration to meet on topics that are best communicated verbally as opposed to only electronically. Building administration will utilize virtual and/or digital communication (e.g. email, newsletter, etc.) when in-person meetings are not deemed necessary by the building administration.

Dates of each faculty meeting will be announced by the building Administrations at least two (2) weeks in advance. Building Administrations will provide an agenda to Teachers before each meeting and distribute minutes to Teachers within a reasonable time after each meeting.

Section 4.4 (g) - Definition of Teacher-Directed and Professional Collaboration Time

Teacher-directed planning time may be used for individual work, meeting with co-Teachers, Professional Learning Communities (PLCs), grade level teams, or course teams at the discretion of the teacher. Teacher-directed planning time is to be devoted to professional responsibilities.

Professional collaboration time shall be defined as structured time during the professional day when a teacher is engaged in professional collaboration and learning focused on District and/or school priorities as identified by administration.

Once a Teacher's Teacher-directed planning time is scheduled, it shall not be administratively assigned, although administrators and teachers may mutually determine the time may be used for IEP, 504, or other necessary meetings that occur during the professional day.

At each level, Teachers whose positions do not adhere to specific class schedules should be expected to follow the guidelines for total student contact minutes and Teacher-directed planning time in their respective levels.

Section 4.4(h) - Standard Professional Day for High School Teachers

The standard professional day for high school Teachers shall be at most seven (7) hours and forty-six (46) minutes long. Included in the seven (7) hour and forty-six (46) minute Teacher professional day, high school Teachers are expected to be present on campus for twenty (20) minutes outside the student instructional day, Teachers should strive to create a predictable, routine schedule which makes student support times before and after school a priority. Times must be made publicly available in the course syllabus.

High school Teachers shall have an eight (8) period day, with each period lasting fifty (50) minutes on a regular scheduled day. High school Teachers shall be assigned five (5) instructional class periods, one (1) duty-free lunch period, one (1) Teacher-directed planning period, and one (1) supervision/support period that is assigned for the equivalent of one (1) semester per year. Times in which the supervision/support period is not assigned shall constitute additional Teacher-directed planning time.

Supervision/support periods may involve student contact and instructional assistance, but will not require lesson plans, the recording of grades, or Parent-Teacher conferences. No teacher shall be regularly required to serve as a substitute teacher during their supervision periods. Supervision/support periods may not be the subject of informal or formal observations for the evaluation process.

If a Teacher holds a position recognized in the Extracurricular and Special Assignments schedule which provides for release periods, then those Teachers will have less than five (5) instructional class periods, in accordance with the number of release periods specified on the Extracurricular and Special Assignments schedule.

In the event that it is necessary to occasionally assign a Teacher a paid lunch supervision, the pay will be based on the actual minutes worked during the lunch period.

Prior to the start of the school year, the high school Administration will review the supervisory/support assignments with the building Union leadership. The following Teachers will not be assigned a supervisory/support period: the Assistant Athletic Director, Librarians, School Counselors, School Social Workers, School Psychologists, and Speech Language Pathologists. Special Education Teachers will be assigned a supervisory/support period only if other teachers are not available.

Teachers may be assigned one (1) additional instructional class period if they agree to accept such an assignment. In such case, the Teacher would receive compensation on a per diem basis equivalent to an additional one-fifth ($\frac{1}{5}$) of their salary. This provision does not apply to cases in which a Teacher performs an internal substitution as defined in Section 4.11 of this Agreement.

The Administration will make every effort to ensure that no high school Teacher will be assigned more than three (3) consecutive teaching periods during regular scheduled days and no more than four (4) consecutive periods including their assigned supervision period. In the event of a four (4) consecutive period teaching assignment, the Administration shall meet with the affected Teacher prior to the assignment.

Culture and Climate Collaborative

The Union and the Administration agree to meet to discuss collaboratively how to best support a strong culture and climate for students at York Community High School. The High School Professional Day outlined in the contract Section 4.4(h) will remain in effect unless both the District and the Union agree to a subsequent memorandum of understanding regarding this section. Any proposed changes to the contract need to be voted on by the membership of the bargaining unit.

Section 4.4(i) - Standard Professional Day for Middle School Teachers

The standard professional day for middle school Teachers shall be at most seven (7) hours and thirty (30) minutes long, including a thirty (30) minute duty-free lunch. Included in the seven (7) hour and thirty (30) minute Teacher professional day, middle school Teachers may be asked, to supervise students entering and/or leaving the building, for a total of up to fifteen (15) minutes each day before or after the student instructional day in accordance with the Supervision Schedule.

At least annually, the Principal and building representatives of the Union shall meet to review supervision locations/assignments with a goal of effective supervision and to strive for parity among Teachers. The principal will develop a Supervision Schedule, composed of teachers, times, and locations requiring supervision by assigning all Teachers to perform supervision on an equitable basis throughout the year to the fullest extent possible.

The Principal and building representatives will determine the number of paid outdoor supervision positions necessary at each building. Open outdoor supervision positions will be posted and paid under Supervisory Category C. Teachers may apply for open positions. Teachers chosen for outdoor supervision will not be part of the regular rotation during the time (a.m. or p.m.) they are assigned to outdoor supervision. If no Teachers apply for open position(s), a Teacher may be assigned and compensated at the Supervisory Category C. Teachers escorting students outside will not be paid under Supervisory Category C.

Student contact time for middle school Teachers shall not exceed two hundred fifty five (255) minutes per day. Student contact time includes instructional class periods and student support time. Teachers shall have at most six (6) instructional classes assigned.

Student support periods will not require Parent-Teacher conferences or the recording of grades. Student support periods may not be the subject of informal or formal observations for the evaluation process, unless the Teacher has primary intervention responsibilities during that period (the responsibilities of an interventionist, for example, but not those of a content area Teacher).

On regular scheduled days, Teachers will have at least eighty (80) minutes per day of professional collaboration time within the student instructional day, and at least forty (40) minutes per day of Teacher-directed planning time within the student instructional day.

The Administration will make every effort to ensure that no middle school Teacher will be assigned to consecutive student contact time exceeding the equivalent of more than two (2) consecutive core periods or more than three (3) consecutive exploratory/elective periods. If a different teaching assignment is necessary, the Administration shall meet with the affected Teacher prior to the assignment.

Section 4.4 (j) - Standard Professional Day for Elementary (K-5) Teachers

The standard professional day for elementary Teachers shall be at most seven (7) hours and fifteen (15) minutes long, including a thirty (30) minute duty free lunch. Included in the seven (7) hour and fifteen (15) minute Teacher professional day, elementary Teachers may be asked to supervise students entering and/or leaving the building, for up to a total of fifteen (15) minutes each day before and/or after the student instructional day in accordance with the Supervision Schedule.

At least annually, the Principal and building representatives of the Union shall meet to review supervision locations/assignments with a goal of effective supervision and to strive for parity among Teachers. The principal will develop a Supervision Schedule, composed of teachers, times, and locations requiring supervision by assigning all Teachers to perform supervision on an equitable basis throughout the year to the fullest extent possible.

The Principal and building representatives will determine the number of paid outdoor supervision positions necessary at each building. Open outdoor supervision positions will be posted and paid under Supervisory Category C. Teachers may apply for open positions. Teachers chosen for outdoor supervision will not be part of the regular rotation during the time (a.m. or p.m.) they are assigned to outdoor supervision. If no Teachers apply for open position(s), a Teacher may be assigned and compensated at the Supervisory Category C. Teachers escorting students outside will not be paid under Supervisory Category C.

Outdoor supervision assignments, as set forth in the Supervision Schedule, will be paid under Supervisory Category C.

Teachers will have a minimum of two hundred ten (210) minutes per week of Teacher-directed planning time within the student instructional day. Teachers will have a minimum of ninety (90) minutes per week of professional collaboration time within the student instructional day. If a Teacher's schedule has more time than necessary to provide the minimum of three hundred (300) minutes as described above, then that time will be added to the total of professional collaboration time for the week. The number of student instructional minutes will not increase above past practices during the prior Agreement. Plan time and professional collaboration time shall be provided in segments of not less than-fifteen (15) minutes; efforts will be made to provide plan and professional collaboration time in segments of not less than thirty (30) minutes while considering other master schedule priorities for students.

Teachers that have at least three hundred sixty (360) minutes of time per week combining Teacher-directed planning time and professional collaboration time may be required by their building Principal to supervise the student cafeteria, for up to two (2) thirty (30) minute periods per week using the supervisory pay rate.

In lieu of cafeteria supervision, Teachers that have at least three hundred sixty (360) minutes of time per week combining Teacher-directed planning time and professional collaboration time may be

required by their building Principal to supervise one lunch recess period per day for up to ten (10) days per school year, using the supervisory pay rate. Principals will attempt to assign Teachers to their preferred supervision location. The administration shall exhaust all other staffing options, including using external personnel and Teachers who volunteer, before assigning Teachers to supervise lunchtime recess. A teacher may volunteer for more than ten (10) days of lunch recess supervision.

Section 4.4 (k) - Standard Professional Day for Early Childhood Teachers

The standard professional day for early childhood Teachers shall be at most seven (7) hours and five (5) minutes long. Student instructional time for early childhood Teachers shall not exceed one thousand five hundred (1500) minutes per week.

Three (3) times per week, Teachers will have forty-five (45) minutes of Teacher-directed plan time before beginning instruction for the morning class. Two (2) times per week, Teachers will start the Teacher professional day twenty (20) minutes earlier, making the Teacher professional day seven (7) hours and twenty-five (25) minutes long. On these days, Teachers will have sixty (60) minutes of professional collaboration time before beginning instruction for the morning class. Every day, Teachers will have thirty (30) minutes of Teacher-directed plan time between the morning and afternoon classes, and a thirty (30) minute duty-free lunch. Plan time and professional collaboration time shall be provided in segments of not less than fifteen (15) minutes.

On Parent Education days, Teachers shall have at least two hundred forty (240) minutes of Teacher-directed planning time. Parent Education Days will be scheduled at least once per month.

Section 4.5 - Leaving the Building during the Day

Teachers may not leave their buildings during the Teacher professional day except during their assigned lunch period, or except with permission from their supervisor.

Section 4.6 - Assignment of Teachers

Specific assignments of Teachers shall be considered final after written notification, to be made as soon as possible before the ending of the school year. In emergency situations, assignments may be changed after a reasonable effort has been made to contact the Teacher, explain the reasons for such change and to hear the opinions of the Teacher.

Section 4.7 - Provisions of Desk & File Cabinet

The Administration will provide each full-time non-traveling Teacher with a desk and file cabinet. Accommodation will be made to ensure that there is a lockable place for personal items. Part-time and/or traveling Teachers will be assured a designated work space and a lockable place for personal items at each location.

Section 4.8 - Building Access and Phones

Teachers will have access to classroom and instructional areas during the normal school hours. Arrangements may be made with the Principal if there is a need to access the building before school or during off hours. Both the security of the building and the safety of the Teacher need to be accounted for in such special situations. Each building will make arrangements for Teachers to have access to a telephone during the school day. Every effort will be made to provide privacy for such professional phone business.

Section 4.9 – Organization of Instructional Materials

No Teacher will be required to organize instructional materials for a department, any division within a department or grade level. These duties will be performed by paraprofessionals or those receiving additional compensation as part of a designated extra duty position. A Teacher will be required to distribute materials only to students enrolled in their assigned classes unless they serve as a building specialist. No classroom teacher will be responsible for the evaluation of the physical condition of textbooks.

Section 4.10 – Clerical Duties

No Teacher shall be assigned duties that are primarily clerical in nature. Examples of clerical duties include, but are not limited to, the holding of collected monies. Any monies collected shall be turned into the school office immediately for security purposes.

Duties related to collecting and analyzing student data, are not considered clerical duties under this section. Teachers may be assigned a role during a facilitated IEP or 504 meeting such as timekeeper, charter, or notetaker.

Section 4.11 - Internal Substitution

An internal substitution occurs when a Teacher is given a teaching assignment in addition to their regular assignment. A Teacher who accepts a long-term teaching assignment, more than ten (10) days in addition to their regular assignment is accepting an overload, not an internal substitution as defined in this section.

An internal substitution will only occur during Teacher-directed planning time and be compensated at the In-House Substitution rate.

No Teacher shall be required to perform an internal substitution during their duty free lunch. If a Teacher consents to an internal substitution during their duty free lunch, then the internal substitution is eligible for compensation.

Full-time high school, middle school and elementary Teachers will accept three (3) full period substitution assignments per school year without additional compensation. Part-time Teachers will accept two (2) full period substitution assignments per school year without additional compensation. All substitutions beyond the first three (3) assignments or equivalent shall be compensated at the rate established in this Agreement. Special education teachers, school psychologists, speech language pathologists, and social workers are exempt from this requirement.

When full day substitutes are necessary, efforts will be made to use permanent substitutes or external substitutes prior to making internal substitution assignments. Every effort will be made to keep internal substitution assignments to a minimum. Teachers will be assigned to the nearest qualified teaching area where reasonably possible. Teachers will be notified of internal substitution assignments as early as reasonably possible.

The combination of classes to compensate for the lack of a substitute teacher is to be avoided and be limited to emergency situations. When it is unavoidable, and directed by building administration, it will result in internal substitution compensation as determined between the Union and Administration.

Each internal substitution assignment will be predicated on the normal length of a class period at the high school level, or the length of a specials period at the middle school or elementary levels.

Section 4.12 - Safe & Healthy Environment

The Board shall make every effort to maintain safe and healthy conditions in all rooms and buildings for students and staff.

Section 4.13 - Visits to Classrooms

Visits to classrooms, except by the department chairpersons and administrative personnel, shall be cleared through the Principal's office and the Teacher shall be given at least twenty-four (24) hours advance notification. At the request of the Teacher an Administrator will accompany any visitors to a classroom.

Section 4.14 - Parent/Guardian Concerns

Concerns of the parent/guardian of a student should be directed to the Teacher Involved. If the concern is not resolved via phone call, email, written communication, or parent or guardian/Teacher conference, the parent/guardian should discuss the concern with the Principal or other administrative personnel. If disciplinary action is recommended, the Teacher will be given the opportunity to hear the complaint and respond to it.

Section 4.15 – Formal Evaluation Process

The Performance Evaluation Reform Act (PERA) requires that all evaluators who will participate in evaluations after September 1, 2012 must be trained and pre-qualified by ISBE. (105 ILCS 5/24A-3).

The Teacher Evaluation Committee is responsible for jointly updating the contents of the Teacher Evaluation Handbook in alignment with Illinois School Code and the needs of the District.

The Teacher Evaluation Handbook will outline the process for when a tenured Teacher receives a summative evaluation rating of "Needs Improvement" or "Unsatisfactory" rating in alignment with Illinois School Code.

The Teacher Evaluation Handbook will outline the process for an evaluator observing a teacher for the purpose of formal and informal observation.

Non-tenured Teachers, whether part-time or full-time, must be evaluated annually. (105 ILCS 5/24A-8). Tenured Teachers, whether part-time or full-time, must be evaluated bi-annually unless otherwise proposed by the Teacher Evaluation Committee and approved by the Superintendent. (105 ILCS 5/24A-5).

Evaluators must: (1) specify the strengths and opportunities for improvement of the Teacher being evaluated and provide supporting reasons for their comments, (2) provide a written evaluation and discuss said evaluation within ten (10) days of the observation.

Additional points of clarification relative to formal evaluation:

1. If a formal evaluation shows Teacher deficiencies, that Teacher shall have the right to have one (1) additional formal evaluation.
2. When deficiencies in the Teacher's performance are observed during formal evaluation, the Teacher shall be informed in writing of such deficiencies along with specific recommendations. Even for informal observations and evaluations, the value of open and thorough communication is recognized.

General Provisions:

A Teacher may challenge any part of an evaluation that he/she considers unacceptable. Written information and teaching artifacts which would support a Teacher's viewpoint may be attached to the Teacher's evaluation report. The Teacher may address such differences with their evaluator, the Assistant Superintendent for Human Resources or the Superintendent.

The procedural aspects of the Teacher evaluation process set forth in this Agreement and in the Certified Staff Performance Evaluation Program (Teacher Evaluation Handbook) shall be subject to the grievance and arbitration provisions of this Agreement. Contents of a Teacher's evaluation documents are not subject to the grievance and arbitration provisions of this Agreement.

For the responsibilities of the Teacher Evaluation Committee, see Section 4.1(c)

Section 4.16 – Lesson Plans

Planning and preparation is a professional expectation of all teachers. Certified teachers shall be required to have lesson plans available for a substitute teacher. In addition, certified teachers must have at least one day's lesson plans prepared in advance in the case of an emergency absence.

Building administrators may request evidence of planning as part of their supervisory role to support a teacher. However, no Teacher shall be required to submit lessons for approval on a regular basis except when such requirement is specified in a Professional Development Plan, Notice to Remedy, or a Remediation Plan.

Section 4.17 - Student Grades

The responsibility and prerogative for assigning grades to students rests with the classroom Teacher. If an Administrator does change a grade or comment, the Administrator shall take full responsibility. The Administrator shall document the reason for the change and the Teacher shall receive a copy of the documentation.

Section 4.18 – Student Discipline

The responsibility for student discipline is jointly shared by Teachers, Administrators and parents/guardians. The Board and the Union agree that proper student support is the responsibility of all Administrators and Teachers at times wherein students are under the jurisdiction of the school. Under the direction of the Principal, each school will implement a multi-tier system of support for student behavior that represents a collective commitment between Administration, Teachers, and Support Staff.

Section 4.19 - Documenting Student Discipline

The Board and Union recognize it is necessary for Teachers to give careful attention to accurate and complete documentation of disciplinary cases. Teachers shall be responsible for reporting all essential information in all student discipline cases referred by the Teacher to the deans or the Administration.

Section 4.20 – Class Size

The Board and the Union recognize that the pupil/Teacher ratio has an important bearing on the quality of the educational program and the relationships between Teachers and students. The parties agree that class size should be maintained at levels commensurate with - (1) what the parties may consider to be appropriate learning conditions that relate to the mode of instruction and the nature of the subject matter, (2) the degree to which the community will provide resources, such as a qualified staff,

adequate instructional facilities and operating funds and (3) to the extent possible, assign students with accommodations in equal numbers across classrooms at building grade levels and subject areas.

Class size, as it relates to the mode of instruction, shall be reasonably consistent throughout the District. This does not preclude variable groupings or classes of smaller than average size. Student assignments in classes will not exceed the number of learning stations for the effective delivery of curriculum or jeopardizing student safety.

The Administration will consider the size of a class and the impact upon the total educational environment when assigning students with accommodations to a general education classroom.

In circumstances when the class size may present challenges to the learning environment, the administration will consider options for better balancing of class size between existing sections and any other possible measures.

Section 4.21 – Academic Freedom

The Board, Administration, and Teachers have a collective and shared responsibility to create an atmosphere in which students are empowered to learn and Teachers are free to educate and engage in alignment with the District's vision. The Board and Administration agree that they have a responsibility to take reasonable measures to support excellence in teaching practices, the educational process, and curriculum.

Teachers are free to present instructional materials which are pertinent to the subject and level taught within the appropriate course content and ISBE standards, and within the planned instructional program, in alignment with Board Policy and pursuant to the directions of the administration. In addition, Teachers shall be free to discuss all matters which are relevant to the subject matter under study and within their area of professional competence, assuming that all facts concerning controversial issues shall be presented in a scholarly and objective manner. It is inappropriate for any Teacher to use the classroom as a forum for the promulgation of partisanship, whether it is political, moral, religious, social, or economic.

In the event that the Administration intends to take action based upon an adverse criticism related to books, teaching methods or materials used in the District, the following procedure shall be invoked:

- A. All objections and complaints (including the source) regarding the controversy shall be submitted in writing to the Principal or designee and Teacher.
- B. Said controversy shall be discussed by the Teacher with the building Principal or designee at a mutually convenient time after the complaint has been received.
- C. If the Teacher is dissatisfied with the Principal's resolution of the controversy, the Teacher may appeal the controversy to the Superintendent for reconsideration. The decision of the Superintendent shall be final.

Section 4.22 - Summer School Staffing

In determining job openings for summer school, the following considerations shall be determinative:

- A. Primary consideration shall be given to qualified and experienced Teachers in the subject or grade level.
- B. Teachers currently employed in District 205 shall be given preference over out-of-District applicants.

- C. When all other facts are equal, assignments shall be given on a rotating basis. Vacancies for summer school positions shall be posted on line as soon as possible prior to the first day of summer school. Applicants must reapply for summer school positions each year.

Section 4.23 - Feedback on Leadership Effectiveness & The Educational Program

During the school year, Teachers will be asked to provide feedback regarding the educational program and the leadership of their school. The feedback tools to be used will provide meaningful, anonymous feedback to school and District Administrators regarding leader effectiveness, as well as the organizational health of the school and district. The results of feedback tools will be prepared and disseminated when available. Feedback will be utilized for both school improvement and district improvement efforts. This section does not include potential surveys or feedback forms sent from individual principals.

Section 4.24 – Changes in Grading Practices or Curriculum

Administration and the Union agree that instructional resource adoptions and other major changes to curriculum and assessment are most effective when conducted in collaboration. To the extent feasible, major changes in grading practices or curriculum will be enacted with Teacher input. Both parties agree it is in the best interest of the District for Teachers to receive timely communication to changes that impact their instruction.

These changes, excluding proficiency scales, should occur at least nine (9) calendar weeks prior to the first day of student attendance in a semester. Efforts will be made to communicate such changes prior to summer break.

Additionally, information shared at fall curriculum night/open house and in course syllabi is reviewed and approved by building or District administrators. Grading practices and curriculum materials, excluding proficiency scales, shared in these spaces/ documents should not change after public viewing unless by mutual consent of the Union and Administration.

Section 4.25 – License Renewal

The Human Resources Department will notify Teachers by November 1st, whose licenses need to be renewed for the following year. It is the professional responsibility of teachers to follow and adhere to the license renewal process and deadlines. Teachers are encouraged to remain abreast of license renewal requirements related to current legislation and may contact Human Resources personnel for assistance as needed.

Section 4.26 – Mentor Program and New Teacher Meetings

As long as District resources are available, first and second year probationary Teachers will be expected to participate in the Teacher Mentor Program. Expectations for this program will be outlined in a mentor handbook.

First year probationary Teachers will be required to participate in a maximum of five (5) days of induction programs prior to the beginning of the school year, regardless of whether or not District resources are available to support the Mentor Program. Attendance at induction program days by first year probationary Teachers will not be compensated.

First year probationary Teachers will be required to attend up to six (6) hours of professional learning inside the District which will be outlined in the mentor handbook. Attendance at these meetings by first

year probationary Teachers will not be compensated. Mentors will also be expected to participate in these professional learning opportunities.

Second year probationary Teachers will be required to attend up to four (4) hours of professional learning inside the District which will be outlined in the mentor handbook. Attendance at these meetings by second year probationary Teachers will not be compensated. Mentors will also be expected to participate in these professional learning opportunities.

The Mentor Program is completely separate from the Teacher Evaluation Program. Mentors are not supervisors or evaluators of mentees and must maintain confidentiality in the mentor/mentee relationship.

Mentors shall receive a stipend total of \$2,000 for working with each Teacher new to the profession, or \$1,500 for working with each Teacher new to the District but with teaching experience elsewhere. A mentor of a Teacher with teaching experience will meet with their mentee for 75% of the time required for mentors working with Teachers new to the profession. Mentors who work less than a full year will receive a prorated amount. Eighty percent (80%) of the stipend will be paid to the mentor in the first year of the program, and twenty percent (20%) of the stipend will be paid to the mentor in the second year of the program. If a mentee does not return for employment after the conclusion of their first year, the mentor of said mentee shall not be eligible to receive the remaining twenty percent (20%) of the stipend. No mentor shall be allowed to mentor more than two (2) mentees in a school year.

Section 4.27 - Job Descriptions

Job descriptions of each Teacher classification (such as classroom Teacher, Instructional Coach, Social Worker, Reading Specialist, and so forth) shall be posted on the District website. Job descriptions will include a listing of essential duties, competencies, qualifications, and other information as required by law. All Teachers in a classification for which a change has been proposed, as well as the Union President, shall be notified in writing of the proposed changes and shall have an opportunity to discuss the proposed changes with the District Administration.

Nothing in this section is intended to restrict the bargaining rights of the Union pursuant to the Illinois Educational Labor Relations Act.

Section 4.28 - Special Education Compensation

Recognizing the unique role that special education teachers play within the School District, Teachers who serve in certain roles will have additional pay as follows:

Early Childhood, Elementary, Middle School, and High School Special Education Teachers, School Social Workers, Speech/Language Pathologists, and School Psychologists:

- Eight (8) hours total each year
- Work shall be compensated at the currently bargained rate
- The time shall be used to complete work related to their regular responsibilities as professionals.
- Teachers shall complete a timesheet for up to eight hours outside of the school day.

ARTICLE V: Individual Rights and Personnel Procedures

Section 5.1- Personnel Files

Teacher personnel files shall be subject to the following regulations:

- A. One (1) official Board file for each Teacher shall be kept in the District Office.
- B. Right of Access: Every Teacher shall have access for examination purposes, at reasonable times, to all the material in their official Board file, except for credentials provided in confidence by university placement offices.
- C. A Teacher shall be notified prior to the placement of any document of a critical or complimentary nature into their file. If the document is related to discipline or re-employment the Teacher shall receive a copy within ten (10) working days. The Teacher shall have the right to add material to their files pertaining to matters relevant to general qualifications for service in the District; to have dissenting or explanatory material attached to any non-confidential document on file; to request and copy all file materials, excluding the confidential materials described above.
- D. Neither the Teacher's file, nor any of its contents, shall be copied or otherwise made known to anyone without the Teacher's written permission, either during or after service in the District. However, such file will be available to the Superintendent or designee, the Teacher's building Principal, or their department chairperson, or as may be required under state law, or by any court order.
- E. No Administrator shall remove material from a Teacher's files during the Teacher's period of employment by the District without written permission of the Teacher concerned. Obsolete or irrelevant material shall be removed from the file upon agreement between the Assistant Superintendent for Human Resources and the Teacher concerned.
- F. Grievance records shall not be kept in the Teacher personnel file.

Section 5.2 - Vacancy Notification

Teacher, administrative, and extracurricular vacancies shall be publicized by posting a written notice on the District website as far in advance of the date of filling such vacancy as possible, but not less than ten (10) calendar days prior to the date of filling the vacancy. In addition, the District shall email staff a list of vacancies on a weekly basis.

Vacancies occurring after the close of the schools for the summer and before they reopen shall be posted on the District website, and such positions will be filled at any time an appropriate candidate becomes available, without regard to a time limitation. Such vacancies shall be filled on the basis of personal and professional qualifications as determined by the Administration. Securing the most qualified candidate for a position shall be the prime concern. Where qualifications are substantially equal, preference shall be given to qualified personnel currently employed by the school District.

Section 5.3 – Requests to Transfer

Teacher requests for transfers to another building, or wishing to change their current teaching (FTE) status (i.e. increase or decrease) shall be made in writing to Human Resources prior to March 1. Transfers may be granted as long as the Teacher is qualified and the best educational needs of the District are served.

Requests for internal moves within the same building shall be directed to the building principal for consideration. The final assignment of staff returning to the same building is the prerogative of the building principal.

No Teacher shall be involuntarily transferred from their assigned building or reassigned a new grade level or department by their principal for arbitrary reasons.

If a principal makes a change regarding grade level or department assignment, they will notify the Teacher and provide rationale. A Teacher to be involuntarily transferred to another building shall be notified as soon as possible with a written statement of rationale. The Teacher may, upon request, confer with the Principal and/or the District Administration, and be allowed to express their views on an internal move or transfer.

Section 5.4 - Formal Conferences

Every Teacher shall have the right to two (2) school days written notice of a formal conference with a supervisor or Administrator in which a discussion shall be held for an alleged failure to comply with regulations, to discharge duties acceptably, or to conduct instruction acceptably. The Teacher shall have the right to be accompanied by the Union President or another Union Officer or Building Representative designated by the Union President, or by non-Union counsel of the Teacher's choice at the formal conference. The notice shall include the subject to be discussed. Should the Teacher choose to bring non-Union counsel to the meeting, the Teacher shall notify the Administrator requesting the meeting twenty-four (24) hours prior to the meeting.

Holding an initial formal conference is a prerequisite for the issuance of any disciplinary consequence by the Administration. Any meetings held to discuss and/or issue disciplinary consequences after a formal conference would also be considered formal conferences, and in such situations, Teachers retain the rights to two (2) school days' written notice and Union representation as described in this section of the Agreement. Teachers will be given written copies of any disciplinary consequences issued by the Administration. Nothing in this section precludes the Administration from placing a Teacher on paid leave prior to the two (2) day notice requirement to attend a formal conference.

Section 5.5 - Changes in Salary, Fringe Benefits, or Working Conditions

Before instituting changes in salaries, fringe benefits, or working conditions not covered by this Agreement, the Board shall give notice to the Union and, if the Union requests it, shall have the opportunity for full and complete negotiations. "Full and complete negotiations" does not imply mutual agreement. If agreement is not reached as a result of said negotiations, the Board may implement such change and the Union shall be able to negotiate such change for the following Collective Bargaining Agreement.

Section 5.6 - Honorable Dismissal and Recall

1. District seniority is defined as the length of continuous service for a Teacher in the District as a professionally licensed staff member as defined in Section 1.2 of this Agreement. Teachers on unpaid leave for a full school year will not receive seniority credit for the year of the leave. For any year in which a Teacher was employed for part-time service, the seniority credit earned for that year shall be multiplied by the Teacher's FTE equivalent for that year (e.g. a Teacher who taught at 0.8 FTE would receive seniority credit of 0.8 years for that year). The Board will provide the Union President with a list including Teacher seniority at least seventy-five (75) calendar days prior to the last day of the school term.

2. Under no circumstances shall any Teacher transferring into the District be placed higher on the District seniority list than any Teacher already having seniority in the District.
3. The Administration shall furnish to the Union President the sequence of honorable dismissal list at least seventy-five (75) calendar days prior to the last day of the school term (105 ILCS 5/24-12(b)) unless amended by statute. Any subsequent changes to the list shall be communicated in writing to the Union President.
4. Honorable dismissals and recalls shall take place in accordance with the Illinois School Code (105 ILCS 5/24-12).
5. Prior to the honorable dismissal of any Teacher(s), the Joint Committee for Layoff and Recall shall convene at least twenty five (25) calendar days prior to Board action regarding honorable dismissals in order to discuss the application of seniority and other provisions of this section and the Illinois School Code. The Joint Committee for Layoff and Recall shall include the Superintendent or designee, the Union President or designee, and one Teacher from each level who shall be selected by the Union.
6. When Teacher positions are eliminated, the Board agrees not to reduce the number of teaching positions in a percentage greater than the percentage of student enrollment decline during the previous year unless the reasons for the excess are explained in advance to the Union. This explanation shall take place no later than fifteen (15) school days prior to the Board meeting where such action is proposed.
7. Teachers honorably dismissed as a result of layoff and entitled to recall pursuant to Section 24-12 of the Illinois School Code shall be notified of recall by regular mail, email, and certified or overnight mail showing proof of delivery to the Teacher's last known address with a copy to the Union President. It is the Teacher's responsibility to inform the District of his/her correct mailing address. A recalled Teacher shall have fifteen (15) calendar days after the date on which the recall notification is sent via certified mail or after the date on which the recall notification is sent by District email with a read receipt requested, whichever date is later, to inform the District that he/she accepts the position. Teachers who do not accept a position shall be stricken from the recall list.
8. A Teacher who is honorably dismissed and accepts a recall notice to continue employment in the District will be considered to have maintained uninterrupted and continuous service in the District.

Section 5.7 – Involvement in Administrative Interviews

When there is an interview process for a new Principal or Superintendent, it shall be the practice to include member(s) of the Union in one or more of the interview rounds.

For a Principal interview process, Teacher representatives from the school will be included. District Administration will seek to balance the composition by assignment and other factors. Participation is strictly voluntary and not subject to compensation if completed outside the school day.

For a Superintendent interview process, the Union President, at minimum, will be included as part of interviewing. Additional Union representatives may be included at the discretion of the Board.

The selected Teachers shall be given the opportunity to participate in interviewing those candidates selected for consideration and to express to the hiring supervisor, its opinion of the qualifications of the candidates as advisors to the process. In determining the membership of this the committee, it shall be understood that the Union will be included.

Section 5.8 – No Discrimination

Both the Board and the Union affirm that there shall be no discrimination by the Board against any Teacher as set forth in Board Policy. on the basis of age, disability, race, color, religion, national origin, gender, marital status, or sexual orientation and sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, genetic information (including family medical history), political affiliation, military service, Union membership, and any other protected category in any manner that would violate the law.

Teachers shall utilize the Uniform Grievance Procedure in Board Policy if they believe they have been subject to discrimination. In the event a Teacher has other grounds for grievance under Article VII of this Agreement, the Teacher may include discrimination as a basis with the Teacher's grievance, if the Teacher believes they have a basis to do so and so chooses.

ARTICLE VI: Leaves

Section 6.1 – Sick Leave

A Teacher who is absent because of illness or injury will be granted pay for such absence in accordance with the following terms and conditions:

- A. A Teacher with up to fifteen (15) years of continuous service in the District shall be entitled to a total of thirteen (13) sick leave days per year without loss of pay. A Teacher with more than fifteen (15) years of continuous service in the District shall be entitled to a total of eighteen (18) sick leave days per year without loss of pay. The previous sentence shall be interpreted to mean that during a Teacher's sixteenth year of continuous service, the Teacher he/she receives eighteen (18) sick leave days. A Teacher who has sixteen years or more of continuous service in the District and is earning nineteen (19) sick days per year as of the start date of this Agreement and a Teacher who will attain sixteen (16) years of continuous service in the District during the 2024-2025 school year shall be entitled to a total of nineteen (19) sick days per year without loss of pay. Such leave, if unused, shall accumulate without limit. Sick leave shall be interpreted to mean personal illness, quarantine at home or serious illness or death in the immediate family, beyond the usage of bereavement days as outlined in Section 6.3(a). Immediate family shall be defined in accordance with the School Code which presently includes parents, spouse, brothers, sisters, children, adopted children, foster children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, and members of the immediate household.
- B. If the absence continues beyond three (3) consecutive school days, the Teacher shall submit a statement from a physician licensed in Illinois to practice medicine and all of its branches (or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith who has treated the Teacher) certifying the nature of the illness and the fact that the Teacher is unable to resume their teaching duties.
- C. Any Teacher who is absent more than three (3) consecutive school days or who has an established pattern of absenteeism may be required upon their return to present to the personnel office a physician's certificate of their fitness to return to duty.
- D. Any Teacher who is absent more than three (3) consecutive days or has an established pattern of absences may be required to submit to an examination by a physician chosen by the Board in order to determine the extent of the illness causing the absence and to determine the fitness of the Teacher to return to duty. The cost of such examination shall be paid by the Board.
- E. The term "days" used in this section is defined as working days during the school year.
- F. If a Teacher sustains an injury in the course of their employment, either within the District or outside the District, said Teacher's recovery under the sick leave section shall be reduced by any amount received from any workers' compensation insurance.
- G. Nothing herein shall be construed to deprive a Teacher of any rights granted under the Illinois School Code with respect to sick leave.
- H. A Teacher who shows a pattern of absenteeism, excessive absenteeism, or inappropriate usage of sick days may be required to meet with their immediate supervisor or building

Principal. Should such concerns continue, the Administration may pursue disciplinary action against that Teacher.

Section 6.2 - Sick Leave Bank

1. The Board in cooperation with the Union shall establish a Sick Leave Bank on a voluntary basis.
2. The intent of this plan is to provide extended sick leave to those participants who incur a period of catastrophic illness or injury. Catastrophic illness or injury is defined as one which has totally incapacitated a Teacher's ability to work. Chronic conditions such as cancer, AIDS, and residual effects of a stroke, may be considered catastrophic even if the condition results in only intermittent absences. Conditions which are short-term in nature (i.e. flu, measles, common illnesses or injuries or normal pregnancies) are not considered catastrophic. The Sick Leave Bank shall be used only for the catastrophic illness or injury of the participant or the catastrophic illness of a participant's spouse, child or domestic partner.
3. Teachers who have already enrolled in the Sick Leave Bank before the effective date of this Agreement are permanently considered to be enrolled in the Sick Leave Bank with no additional contribution of sick leave days required, except as may be required under Paragraph 5 below
4. In each school year covered by this Agreement, Teachers not enrolled in the Sick Leave Bank will be given an opportunity to opt out of enrolling in the Sick Leave Bank. Teachers who decide to opt out must notify the District Benefits Coordinator no later than September 30. On October 1, Teachers who have not notified the District of their intention to opt out will then be enrolled in the Sick Leave Bank, and required to contribute one (1) day of their sick leave to the Sick Leave Bank. These Teachers will hereafter be permanently considered to be enrolled in the Sick Leave Bank without any subsequent contribution of sick leave days, except as may be required under Paragraph 5 below.
5. When the total number of days in the Sick Leave Bank is depleted to one hundred (100) days or less, every Teacher enrolled in the Sick Leave Bank will contribute one (1) additional day of their sick leave to the Sick Leave Bank.
6. A Teacher who is enrolled in the Sick Leave Bank and who has a catastrophic illness or injury or whose, spouse, child, or domestic partner has a catastrophic illness or injury, as described above, which requires continuous and prolonged absence from work shall be able to utilize days from the Sick Leave Bank after their own accrued sick leave days have been depleted.
7. The Teacher must submit a doctor's statement at the time he/she requests Sick Leave Bank days and must otherwise comply with the reasonable request of the Sick Leave Bank Advisory Committee under Paragraph 11 below.
8. Once days are contributed to the Sick Leave Bank, such contribution shall be irrevocable.
9. The maximum number of Sick Leave Bank days usable by any eligible Teacher shall be sixty (60) days annually.
10. Teachers utilizing sick leave days from the Sick Leave Bank will not be required to replace those days.
11. A Sick Leave Bank Advisory Committee of three (3) members appointed by the Union and three (3) members appointed by the Administration shall serve as a Sick Leave Bank Advisory Committee to the Board. This Advisory Committee, facilitated by the Assistant

Superintendent for Human Resources, will review and approve requests for use of Sick Leave Bank days.

12. Requests for special consideration of the Sick Leave Bank due to unusual circumstances can be appealed to the Sick Leave Bank Advisory Committee.

Section 6.3(a) - Bereavement Days

The Board recognizes that the loss of an immediate family member may require a Teacher to be absent in order to attend to matters associated with the loss. Immediate family shall be defined in accordance with the School Code which presently includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, and members of the immediate household. A Teacher may request up to two (2) days of Bereavement Leave in order to be present for related events or services as a result of the loss. Such requests must be via email to the Principal & Assistant Superintendent of Human Resources. Such requests may be granted retroactively in situations where advance notice is not possible.

Section 6.3(b) - Personal Days

The Board recognizes that Teacher obligations make it necessary to establish provisions for the granting of three (3) personal days per year. Such obligations shall be beyond the control of the Teacher and require the Teacher's attendance to conduct such business during the course of the normal work day. Personal days not used during the school year shall rollover into unused sick days at the end of the school year.

Notification and request for the personal day(s) must be given to the building Principal or designee at least forty-eight (48) hours in advance. However, if an emergency is such that this advance notice cannot be given, the Administration may waive this notice requirement but the reason for the personal day(s) must be provided with the notification. If the total absence per year extends beyond three (3) days, the Teacher may be subject to a per diem salary deduction based on 1/182 of their salary.

The District and ETC will work collaboratively to limit Teacher absence from classrooms on Fridays. To that end, when possible, Teachers should endeavor to limit personal days taken on Mondays and Fridays and the District will endeavor to limit removing Teachers from classrooms on Mondays and Fridays.

Personal days shall not normally be granted on Institute Days, nor during the first two (2) or last two (2) weeks of the school year, nor on a day immediately preceding or following a school holiday. Exceptions may be granted by the Principal, as outlined below:

1. A written request for an exception must be submitted to the building principal at least ten (10) calendar days before the intended date of use of a personal day. Less than ten (10) calendar days' notice may be given in the event of an emergency.
2. The Principal will review the request and determine if the exception is approved. Exceptions that are approved will typically be for a significant event for which the Teacher has no control over the scheduling. Examples include, but are not limited to, attendance at a graduation ceremony for a member of the Teacher's immediate family, transporting a member of the Teacher's immediate family to college, attending a ceremony related to the military deployment of a member of the Teacher's immediate family, and appearing in a court of law as required.

As a means of assuring the availability of substitutes, the number of personal day requests per building will be limited to the following numbers on any given day based on the following staff allotments:

Staff allotment 30 or less

1 request per building

Staff allotment over 30 but less than 51	2 requests per building
Staff allotment at least 51 but less than 100	3 requests per building
Staff allotment at least 100	6 requests per building

Extenuating circumstances involving the emergency use of a personal day will be considered by the Principal.

If a personal day is denied, the Teacher may appeal the decision via email with the Assistant Superintendent of Human Resources. Requests for appeals must be sent to Human Resources at least five (5) work days prior to the requested day of leave. A response shall be sent no later than 24 hours before the requested leave.

Section 6.4 - Family Medical Leave Act

Any eligible Teacher may use unpaid FMLA leave for up to a combined total of twelve (12) workweeks in any twelve (12) month period for absences caused by:

- The birth and first-year care of a child.
- The adoption of a child or the placement of a foster child.
- The serious health condition of a Teacher's spouse, child, adopted child, foster child, or parent.
- The Teacher's own serious health condition that makes the Teacher unable to perform the functions of their job.

For the purpose of leave under this section, eligible Teachers are defined as those who have been employed by the District for at least twelve (12) months and who have worked for at least 1250 hours during the twelve (12) month period preceding the need for such leave. A roll-back method will be utilized when a Teacher requests a leave which qualifies as FMLA leave. This method requires that the District go back one year from the start date of the leave to determine how much available leave remains under the FMLA. Nothing in this section is intended to limit the Board's right to apply the FMLA in accord with applicable law and regulations.

A Teacher who is unable to work due to a disability caused or contributed to by pregnancy, childbirth or related medical conditions may utilize available sick leave and/or personal days for such absences as certified by the Teacher's doctor. The Teacher may only use paid sick days on such days the doctor declares the Teacher disabled. All other days used are without pay.

FMLA leave for birth or adoption or first-year care of a child must be taken within the twelve (12) month period beginning on the date of birth or placement for adoption. Such leave shall not be taken intermittently without the written consent of the Superintendent.

No benefits shall accrue during this FMLA leave. However, a Teacher shall not lose any benefits accrued prior to the date on which the FMLA leave began.

The District shall maintain the Teacher's coverage under any applicable group health plan for the duration of the FMLA leave at the level and under the conditions of coverage that would have been provided if the Teacher had continued to work during the period of the FMLA leave.

Pursuant to the provisions of the FMLA, the District reserves the right to recover any insurance premiums paid for maintaining health coverage during the leave period should the Teacher fail to return to work at the end of the leave period.

Upon return from the leave, the Teacher shall be assigned to an equivalent position.

A Teacher on leave hereunder shall be subject to honorable dismissal on the same terms as Teachers not on leave.

Any changes made to the insurance policy or premium will apply to a Teacher on leave.

Section 6.4(a) - Maternity/Paternity Leave

Unless otherwise required by the Illinois School Code, a Teacher is entitled to use up to a maximum of thirty (30) accrued paid sick days during a school year immediately following the birth of a child, the adoption of a child, or the placement of a foster child (where the Teacher has the intent to adopt) one time per school year. This provision is not intended to restrict the application of the FMLA.

Section 6.5 - Jury Duty

In the event that a Teacher is required to perform jury duty, the Teacher shall be compensated by the District for each day served in an amount equal to their full pay as a Teacher of the District. The pay shall be for those days of jury duty which coincide with days during which the schools are in normal operation, and the Teacher shall provide the District with a copy of the juror's check to provide proof of jury duty.

Section 6.6 - Religious Holidays

The Board shall grant up to three (3) school days per year at full pay for observance of religious holidays to those Teachers who observe religious holidays during the regular school day. Advance notice must be given to the Superintendent or designee before taking leave.

Section 6.7 - Leaves of Absence

A tenured Teacher may be granted a leave of absence for one (1) school year without pay when such absence is determined beneficial both to the Teacher and to the District, or when such absence is requested for a parental leave. Each request must indicate the reason for which leave is requested. Requests for leaves of absence for the purpose of exploring another pursuit will be considered by the Board pursuant to this section. The decision of the Board shall be final. Such leaves will be subject to the following conditions and limitations:

A. REQUEST FOR LEAVE

1. Where a leave is requested to begin at the beginning of a school year, the request must be submitted in writing to the Superintendent or designee by March 1 prior to the school year for which leave is requested.
2. Where a leave is requested to begin at a time other than the beginning of a school year, the request must be submitted in writing to the Superintendent or designee at least thirty (30) calendar days prior to the beginning date of the leave unless circumstances require the leave to begin sooner.

B. DURATION OF LEAVE

1. The Board will determine the length of the leave based on the duration requested by the Teacher and the minimal disruption to the educational welfare of students.
2. The duration of the leave shall typically be for one (1) complete school year.
3. Leaves that begin at a time other than the beginning of a school year shall typically be considered to last for the remainder of the school year in which the leave is granted.

4. Should a Teacher have a baby or have a baby placed due to adoption in the last twelve (12) weeks of a school year, the Teacher may be on leave for the remainder of that school year and the following school year.

C. NOTICE OF INTENT TO RETURN

1. Where a leave begins at the beginning of the school year, the Teacher on leave must notify the Superintendent or designee by February 15 regarding their intention to return to the District the following school year. The notice of intent to return must be received by the Superintendent within the time provided above; if not so received, the Teacher shall be deemed to have resigned effective on the date the Teacher was required to return from leave without further action by the Board or the Teacher.
2. Where a leave begins at a time other than the beginning of a school year, the Teacher on leave must notify the Superintendent or designee of their intention to return to the District at least ninety (90) calendar days before the date the Teacher is to return from the leave. If not so received, the Teacher shall be deemed to have resigned effective on the date the Teacher was required to return from the leave without further action by the Board or the Teacher.

D. BENEFITS WHILE ON LEAVE

1. While on leave, the Teacher may continue to participate in the District insurance plan in the same manner of participation as would be afforded to a Teacher receiving an unpaid leave of absence for any other purpose. While on an unpaid leave, the Teacher needs to pay the full premium cost to continue participation.
2. If a Teacher is eligible for leave under the FMLA, the Board will continue to pay its portion of the Teacher's insurance premiums for the first twelve (12) weeks of such leave. For the remainder of the leave, the Teacher will be responsible for the entire insurance premiums, both the Board's and the Teacher's shares until the Teacher returns from leave. If the Teacher is not eligible for leave under the FMLA, the Teacher will be responsible for the entire insurance premiums, both the Board's and the Teacher's shares, from the beginning of the leave.
3. Any changes made to the insurance policy or premiums will apply to a Teacher on leave. Upon return from the leave, the Teacher shall be assigned to an available position in the District for which, in the Board's judgment, the Teacher is qualified.
4. The Teacher shall be permitted to retain all unused sick leave accrued as of the starting date of the leave.
5. Provided that the Teacher complies with all of the conditions of the policy, the Teacher's tenure status shall not be Impaired by virtue of the leave. A Teacher on leave is subject to honorable dismissal on the same terms and conditions as Teachers not on leave.
6. Leaves are unpaid unless the Teacher provides medical certification of disability and has sufficient sick leave to cover the period of disability.

7. If an unpaid leave lasts for a full year, the Teacher shall not receive seniority credit for the year of the leave. In such case, the Teacher shall not advance on the salary schedule because of this leave.
8. If the unpaid leave lasts for more than one semester, the Teacher shall not receive credit for vertical advancement on the salary schedule for the year in which the leave is taken.

ARTICLE VII: Grievance Procedure

Section 7.1- Definition

A grievance is defined as an alleged violation or misapplication of a specific article or section of this Agreement or of written Board policy. When school is not in session for the summer, the term "school days" will be defined as Monday through Friday working days.

Section 7.2 - Procedure

Step I: Building Level

- A. Within fourteen (14) school days of the occurrence of the events giving rise to the grievance, the grievance shall be filed with the building Principal, in writing. The grievance may be filed by the aggrieved Teacher(s) or by the Union on behalf of the aggrieved Teacher(s), if one of the aggrieved Teacher(s) is a probationary Teacher.
- B. The written grievance must contain:
 - a. The name(s) of the Teacher(s) who is (are) the grievant(s).
 - b. Citation of the article(s) and section(s) of this Agreement or of Board Policy allegedly violated or misapplied.
 - c. Presentation of the allegation; the way(s) in which this Agreement or Board Policy was allegedly violated or misapplied.
 - d. Statement of the facts which support the allegation.
 - e. Proposal for relief or remedy.
- C. The Principal shall schedule a meeting to occur within seven (7) school days following receipt of the written grievance. The grievant(s), the Union President or designee, and a Union Building Representative from the involved building selected by the grievant(s) will be invited to attend this meeting. The Principal may invite other Administrators to attend this meeting. The meeting will be scheduled during non-teaching hours within the Teacher professional day whenever possible.
- D. Within ten (10) school days of the above meeting, the Principal shall communicate their answer in writing to the grievant(s) and the Union President. Step II: District Level A. If the grievance is not resolved at Step I, the Union (but not the Teacher) may, within ten (10) school days of receipt of the Principal's answer, submit to the Superintendent or designee a written statement of grievance.

Step II: District Level

- A. If the grievance is not resolved at Step I, the Union (but not the Teacher) may, within ten (10) school days of receipt of the Principal's answer, submit to the Superintendent or designee a written statement of grievance.

An individual Teacher may file a grievance initially at Step II independently of the Union if General Provision G in Section 7.3 applies.

- B. The Superintendent, or designee, shall schedule a meeting to occur within ten (10) school days following the receipt of the written grievance. The grievant(s), the Union President or designee, and the Union Vice-Presidents will be invited to

attend this meeting. The Superintendent, or designee, shall preside as chairperson of the meeting and may ask other Administrators to be present at the meeting. The meeting will be scheduled during non-teaching hours within the Teacher professional day whenever possible.

- C. Within ten (10) school days of the above meeting, the Superintendent or designee shall communicate an answer in writing to the grievant(s) and the Union President.

Step III: Mediation

- A. If the grievance is not resolved at Step II, the Union may, within ten (10) school days after receipt of the Superintendent's answer, make a request for mediation. The request shall be in writing to the Superintendent or designee.
- B. No later than ten (10) school days after receiving the request, the Superintendent or designee will arrange for mediation through a professional mediation service (preferably the Federal Mediation and Conciliation Service).
- C. The results of mediation shall be binding for the Union and Administration if both parties come to agreement through the mediation step.
- D. This step of the grievance procedure may be bypassed by mutual agreement between the Board and the Union.

Step IV: Board Hearing

- A. If the grievance is not resolved at Step III, through the decision of either party to end the mediation process, the Union may, within ten (10) school days after the decision to end the mediation process, appeal the decision to the Board. The appeal shall be in writing.
- B. No later than twenty (20) school days after receiving the appeal, the Board shall hold a hearing on the grievance at a regular or special meeting.
- C. Within fifteen (15) school days after the hearing the Board shall communicate its position in writing to the grievant and the Union President.
- D. The grievant may not present any material, allegation or remedy that was not presented in Step III.

Step V: Arbitration

- A. If the grievance is not settled in accordance with the foregoing procedure, the Union may refer the grievance to arbitration within twenty (20) school days after receipt of the Board's answer to Step IV. The Union or the Board may submit the grievance to final and binding arbitration under the voluntary labor arbitration rules of the American Arbitration Association, which shall act as the Administrator of the proceedings.
- B. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this agreement or any applicable Board policy. The arbitrator shall consider and decide only the specific issues submitted to them in writing and shall have no authority to make any decision or

recommendation on any other issue not so submitted to them. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the applicable laws and rules and regulations having the force and effect of law. The arbitrator shall submit in writing their decision within thirty (30) calendar days following close of the hearing or the submission of briefs by the parties, whichever is later. The arbitrator's decision shall be based solely upon their interpretation of the meaning or application of the specific terms of this Agreement or Board policy involved to the facts of the grievance presented. The decision of the arbitrator shall be final and binding on the parties.

- C. The fees of the arbitrator and the American Arbitration Association charges shall be divided equally between the Board and the Union. All other expenses shall be borne by the party incurring them.

Section 7.3 - General Provisions

- A. An individual Teacher may present their grievance at Step I (or at Step II if General Provision G below applies) and have the grievance resolved without the intervention of the Union or its representatives as long as the resolution is not inconsistent with the terms of this Agreement.
- B. Time limits provided in this grievance procedure may be extended by mutual written agreement.
- C. Failure at any step of this procedure to communicate the decision on a grievance within the time specified shall permit the grievant(s), or Union, as appropriate, to proceed to the next step of this procedure.
- D. The grievance must be presented and advanced from one step to the next within the time limits specified above, or it shall be waived (if not presented on time) or resolved on the basis of the last answer given (if not advanced on time). It should also be understood that if the grievance is not advanced to the next step, the Administration is committed to the resolution expressed in the last answer given. Similarly, if the grievance is advanced to the next level, the resolution presented in the previous answer is no longer a commitment.
- E. Every Teacher or group of Teachers with the same grievance shall have the right to process grievances in accordance with the grievance procedure. In the case of grievances in which more than one Teacher alleges a common violation or a common violation which has affected the group similarly, the Union shall have the right to process the group of individual grievances in the name of one grievant. In such grievances, any and all Teachers in the group must be identified and available for oral or written statements. The Union has the responsibility for determining the group and for including a rationale for the determination of the group. The Administration has the authority to reject the group nature of the grievance on the basis of that rationale. In the face of such rejection, individual grievances may be initiated without loss of timeliness. An individual who is part of a group grievance cannot independently initiate a grievance as an individual on the basis of the same incident or conditions associated with the group grievance.
- F. The Union shall have the right to process grievances covering alleged violations of rights granted to the Union in the Agreement. The President of the Union or designee shall initiate such grievances.

- G. If a grievance arises from action of authorities higher than the Principal of a school, the grievant(s) or Union may initiate the grievance at Step II.

ARTICLE VIII: Compensation

General Information

The step increases per lane in the salary schedule are as follows:

Lane	BA	BA+15	BA+25	MA	MA+10	MA+20	MA+30	MA+40	MA+40 Longevity
Step Percent	2.25%	2.25%	2.25% Sunset	3.00%	3.00%	3.00%	3.20%	3.50%	0.7367%

In addition to the step increases outlined above, as well as any lane adjustments for individual teachers that qualify, the following increases apply:

The base salary shall be increased by 3.40% in the 2024-2025 school year, 3.00% for the 2025-2026 school year and 2.90% for the 2026-2027 school year.

Over the course of the term of this Agreement, the ETC and the Administration shall conduct a joint study of the salary schedule, including structure and step increase, with a goal of determining if changes are necessary to enable larger base increases in future agreements.

1. The BA+25 Lane is no longer accessible for those who had not already attained this lane by the 2012-13 school year. Any Teacher currently in this lane is grandfathered until such time as he/she qualifies for the next lane movement.
2. The BA Lane/Step 7 position is no longer accessible for those who had not already attained this step by June 30, 2011. Any Teacher currently in this step is grandfathered until such time as he/she qualifies for the next lane movement.
3. Teachers in the MA+40 Lane (including those in a Longevity classification) may be eligible for continuing education incentives. See Section 9.6 for more details.
4. Any Teacher who has spent one year at the MA+40 Lane/Step 18 position qualifies for advancement into the Longevity Level 1 classification.
5. Any Teacher who has spent one year at the Longevity Level 1 classification qualifies for advancement into the Longevity Level 2 classification.
6. Any Teacher who has spent one year at the Longevity Level 2 classification qualifies for advancement into the Longevity Level 3 classification.
7. Any Teacher who has spent one year at the Longevity Level 3 classification qualifies for advancement into the Longevity Level 4 classification.
8. Any Teacher who has spent one year at the Longevity Level 4 classification qualifies for advancement into the Longevity Level 5 classification.

Salary Schedule 2024-2025

The step increases per lane in the salary schedule are as follows:

Lane	BA	BA+15	BA+25	MA	MA+10	MA+20	MA+30	MA+40	MA+40 Longevity
Step Percent	2.25%	2.25%	2.25% Sunset	3.00%	3.00%	3.00%	3.20%	3.50%	0.7367%

STEP	BA-0	BA-15	BA-25	MA-0	MA-10	MA-20	MA-30	MA-40	Longevity
1	\$56,449.00	\$58,142.00	\$59,834.00	\$65,480.00	\$67,172.00	\$68,865.00	\$70,559.00	\$71,124.00	
2	\$57,719.00	\$59,451.00	\$61,182.00	\$67,443.00	\$69,187.00	\$70,929.00	\$72,815.00	\$73,615.00	
3	\$59,017.00	\$60,788.00	\$62,557.00	\$69,466.00	\$71,263.00	\$73,060.00	\$75,147.00	\$76,188.00	
4	\$60,345.00	\$62,154.00	\$63,965.00	\$71,552.00	\$73,403.00	\$75,252.00	\$77,550.00	\$78,857.00	
5	\$61,703.00	\$63,554.00	\$65,404.00	\$73,697.00	\$75,605.00	\$77,511.00	\$80,033.00	\$81,617.00	
6	\$63,091.00	\$64,982.00	\$66,875.00	\$75,907.00	\$77,872.00	\$79,836.00	\$82,596.00	\$84,475.00	
7	\$64,510.00	\$66,444.00	\$68,380.00	\$78,186.00	\$80,207.00	\$82,230.00	\$85,237.00	\$87,431.00	
8		\$67,939.00	\$69,919.00	\$80,532.00	\$82,612.00	\$84,695.00	\$87,967.00	\$90,488.00	
9		\$69,468.00	\$71,494.00	\$82,947.00	\$85,092.00	\$87,237.00	\$90,782.00	\$93,657.00	
10		\$71,031.00	\$73,101.00	\$85,436.00	\$87,645.00	\$89,855.00	\$93,687.00	\$96,934.00	
11			\$74,746.00	\$87,997.00	\$90,273.00	\$92,550.00	\$96,686.00	\$100,327.00	
12				\$90,637.00	\$92,981.00	\$95,327.00	\$99,778.00	\$103,839.00	
13				\$93,357.00	\$95,771.00	\$98,187.00	\$102,971.00	\$107,473.00	
14					\$98,645.00	\$101,132.00	\$106,266.00	\$111,238.00	
15						\$104,167.00	\$109,667.00	\$115,129.00	
16								\$119,156.00	
17								\$123,327.00	
18								\$127,644.00	
Long 1									\$128,584.00
Long 2									\$129,530.00
Long 3									\$130,485.00
Long 4									\$131,446.00
Long 5									\$132,414.00

Salary Schedule 2025-2026

The step increases per lane in the salary schedule are as follows:

Lane	BA	BA+15	BA+25	MA	MA+10	MA+20	MA+30	MA+40	MA+40 Longevity
Step Percent	2.25%	2.25%	2.25% Sunset	3.00%	3.00%	3.00%	3.20%	3.50%	0.7367%

STEP	BA-0	BA-15	BA-25	MA-0	MA-10	MA-20	MA-30	MA-40	Longevity
1	\$58,143.00	\$59,886.00	\$61,630.00	\$67,445.00	\$69,187.00	\$70,931.00	\$72,676.00	\$73,257.00	
2	\$59,450.00	\$61,234.00	\$63,017.00	\$69,466.00	\$71,263.00	\$73,057.00	\$75,000.00	\$75,823.00	
3	\$60,787.00	\$62,611.00	\$64,434.00	\$71,550.00	\$73,401.00	\$75,252.00	\$77,401.00	\$78,474.00	
4	\$62,156.00	\$64,018.00	\$65,884.00	\$73,698.00	\$75,605.00	\$77,510.00	\$79,877.00	\$81,223.00	
5	\$63,554.00	\$65,460.00	\$67,366.00	\$75,908.00	\$77,873.00	\$79,836.00	\$82,434.00	\$84,065.00	
6	\$64,983.00	\$66,931.00	\$68,881.00	\$78,184.00	\$80,208.00	\$82,231.00	\$85,074.00	\$87,009.00	
7	\$66,446.00	\$68,437.00	\$70,432.00	\$80,531.00	\$82,614.00	\$84,697.00	\$87,794.00	\$90,054.00	
8		\$69,977.00	\$72,017.00	\$82,948.00	\$85,091.00	\$87,236.00	\$90,606.00	\$93,203.00	
9		\$71,552.00	\$73,639.00	\$85,436.00	\$87,645.00	\$89,854.00	\$93,506.00	\$96,466.00	
10		\$73,162.00	\$75,294.00	\$87,999.00	\$90,274.00	\$92,550.00	\$96,497.00	\$99,842.00	
11			\$76,988.00	\$90,636.00	\$92,982.00	\$95,327.00	\$99,587.00	\$103,337.00	
12				\$93,356.00	\$95,771.00	\$98,186.00	\$102,771.00	\$106,955.00	
13				\$96,157.00	\$98,644.00	\$101,132.00	\$106,060.00	\$110,697.00	
14					\$101,604.00	\$104,166.00	\$109,454.00	\$114,575.00	
15						\$107,292.00	\$112,957.00	\$118,583.00	
16								\$122,731.00	
17								\$127,027.00	
18								\$131,474.00	
Long 1									\$132,442.00
Long 2									\$133,416.00
Long 3									\$134,399.00
Long 4									\$135,390.00
Long 5									\$136,387.00

Salary Schedule 2026-2027

The step increases per lane in the salary schedule are as follows:

Lane	BA	BA+15	BA+25	MA	MA+10	MA+20	MA+30	MA+40	MA+40 Longevity
Step Percent	2.25%	2.25%	2.25% Sunset	3.00%	3.00%	3.00%	3.20%	3.50%	0.7367%

STEP	BA-0	BA-15	BA-25	MA-0	MA-10	MA-20	MA-30	MA-40	Longevity
1	\$59,829.00	\$61,623.00	\$63,417.00	\$69,400.00	\$71,193.00	\$72,988.00	\$74,784.00	\$75,382.00	
2	\$61,175.00	\$63,010.00	\$64,845.00	\$71,480.00	\$73,329.00	\$75,176.00	\$77,175.00	\$78,022.00	
3	\$62,550.00	\$64,427.00	\$66,302.00	\$73,625.00	\$75,530.00	\$77,434.00	\$79,646.00	\$80,750.00	
4	\$63,958.00	\$65,875.00	\$67,795.00	\$75,836.00	\$77,797.00	\$79,758.00	\$82,193.00	\$83,578.00	
5	\$65,397.00	\$67,359.00	\$69,319.00	\$78,110.00	\$80,132.00	\$82,151.00	\$84,824.00	\$86,503.00	
6	\$66,868.00	\$68,872.00	\$70,879.00	\$80,452.00	\$82,534.00	\$84,616.00	\$87,541.00	\$89,532.00	
7	\$68,372.00	\$70,422.00	\$72,474.00	\$82,867.00	\$85,009.00	\$87,153.00	\$90,340.00	\$92,665.00	
8		\$72,006.00	\$74,105.00	\$85,354.00	\$87,558.00	\$89,766.00	\$93,233.00	\$95,906.00	
9		\$73,627.00	\$75,774.00	\$87,914.00	\$90,186.00	\$92,459.00	\$96,217.00	\$99,264.00	
10		\$75,283.00	\$77,477.00	\$90,551.00	\$92,892.00	\$95,234.00	\$99,296.00	\$102,738.00	
11			\$79,221.00	\$93,265.00	\$95,678.00	\$98,091.00	\$102,475.00	\$106,334.00	
12				\$96,064.00	\$98,548.00	\$101,034.00	\$105,752.00	\$110,056.00	
13				\$98,946.00	\$101,505.00	\$104,065.00	\$109,136.00	\$113,907.00	
14					\$104,550.00	\$107,187.00	\$112,628.00	\$117,898.00	
15						\$110,404.00	\$116,233.00	\$122,021.00	
16								\$126,290.00	
17								\$130,711.00	
18								\$135,286.00	
Long 1									\$136,282.00
Long 2									\$137,285.00
Long 3									\$138,297.00
Long 4									\$139,316.00
Long 5									\$140,342.00

Section 8.1- Extra Duty Compensation

The paid extra duty assignments as provided in this Agreement are the only extra duty assignments that are intended to receive compensation, with the exception that the Administration may institute additional extra duty assignments during the term of this Agreement and assign a stipend to such duties. Such newly created stipends shall be comparable to those of existing extra duty assignments with similar requirements. If the Administration institutes changes to any extra duty assignments, the Union will be notified.

All appointments made by the Administration, outside of the regular teaching duties, shall be at the discretion of the Administration. Priority consideration must be given to qualified District Teachers. This applies to all extra pay positions.

Section 8.1(a) - Compensation for Extra Curricular and Special Assignments

The appropriate compensation schedule shall be determined on the basis of the activity's relationship to the school year, not necessarily July 1. Summer activities generally shall be associated with the school year recently completed. Ongoing activities, such as summer school teaching will not shift into a different schedule on July 1. Summer activities which are directly associated with the following year will, however, be paid on the basis of the upcoming year; e.g., coaching of fall sports.

Placement on longevity steps will be determined by the Human Resources Department based on the following criteria:

Prior to beginning a new position, an Experience Determination Form must be completed for each new position. These forms are available from the building Principal.

In District experience:

- Full year credit will be given for experience of a corresponding activity that occurred prior to the start of the new position.
- One-half ($\frac{1}{2}$) year credit will be given for experience in an associated activity that occurred prior to the start of the new position.
- No more than one (1) year of credit shall be given in any one school year.

Out of District experience (school only):

- A maximum of up to eight (8) years of credit may be granted for out of District experience in an activity that occurred prior to the start of the new position.
- Full year credit will be given for experience of a corresponding activity that occurred prior to the start of the new position.
- Exception: Full year credit with no limitation will be given for experience of a corresponding activity that occurred prior to the start of a new position for high school head coaches and other high school lead positions such as drama directors, marching band directors, department chairs. This exception will be applied only for those hired after July 1, 2008.
- One-half ($\frac{1}{2}$) year credit will be given for years experience for previous associated activities that occurred prior to the start of the new position.
- No more than one (1) year of credit shall be given in any more than one school year.

Experience in the following example areas does not count toward longevity placement. Examples include, but are not limited to:

- Non-District Club Activities
- Summer School Activities or Assignments (not part of a District's Summer School Program)
- Park District Activities or Assignments
- YM(W)CA Activities or Assignments
- Independent sports or other activity programs

Definitions of "corresponding" and "associated" experience:

Corresponding experience is defined as experience coaching the same sport or sponsoring the same activity in a school setting.

Associated experience is defined as experience coaching another sport in a school setting, in the case of coaching assignments, or sponsoring a similar, but not identical activity, in the case of any other type of extracurricular assignment. For example, previous experience coaching baseball would constitute associated experience for someone beginning a new basketball coaching assignment; serving as a student council advisor would not. Similarly, for someone beginning as a new student council advisor, serving as a junior class sponsor would constitute associated experience; coaching the swim team would not. It should be noted that some extracurricular assignments are not subject to longevity status. In those instances, the longevity lane has been identified as shown in the full list of extracurricular assignments.

The Board shall have the right to discontinue or abolish any of the programs or positions listed in the compensation for special assignments or extracurricular activities. The Union shall be notified of any program or position elimination. Upon such discontinuance or abolishment, the Teacher previously performing such assignment or holding such position shall have no right to compensation. Such discontinuance or abolishment shall not be considered a change in salary or fringe benefits. The Administration shall give notice, by July 1 of each year of such discontinuance or abolishment to the Teacher previously performing such assignment.

Special assignments are paid on an hourly, per event, or per diem basis. The rates of compensation for those assignments are listed in the chart labeled "Other Rates of Compensation."

If a Teacher is receiving a stipend for an extra duty assignment, and goes on FMLA leave under the provisions of Section 6.4 of this Agreement, or uses sick days from the Sick Leave Bank, then the following conditions apply:

- If the Teacher is fully able to complete all minimum criteria and expectations for the extra duty assignment for the school year before or after the leave, the Teacher's stipend shall not be reduced.
- If the Teacher's leave prevents them from fulfilling the responsibilities of the extra duty assignment (e.g. if a coach misses part of an athletic season for leave, or if a Teacher has year-long responsibilities that require a substitute while the Teacher is on leave), then the Teacher's stipend shall be reduced on a pro-rata basis for the duration of the leave.

Section 8.1 (b) - Extra Duty Job Descriptions

Job descriptions or minimum criteria and expectations of each extra duty assignment receiving a stipend shall be posted on the District website. Job descriptions or minimum criteria and expectations will include a listing of essential duties, expectations for student contact, competencies, qualifications, and other information as required by law. If the Board proposes a change in the job descriptions or minimum criteria and expectations associated with any extra duty assignment, the change must be proposed in the school year preceding the implementation of such proposed change. The Union shall have the opportunity to bargain the impact of any proposed changes to job descriptions or minimum

criteria and expectations of extra duty assignments. Teachers affected by any such proposed changes, as well as the Union President, shall be notified in writing of the proposed changes and shall have the opportunity to discuss those changes with the District Administration. For the responsibilities of the Stipend Committee, see Section 4.l(f) on page 13.

Section 8.1 (c) - Retention of Extra Duty Assignments and Vacancies

Vacancies in extra duty assignments will be posted in accordance with Section 5.2 of this Agreement. This requirement also applies to extra duty assignments not currently listed but which are instituted by the Board during the term of this Agreement.

If the Board decides not to retain a Teacher in an extra duty assignment, the Board shall notify the Teacher no later than July 1 for the upcoming school year, unless later removed for cause, and provide a written statement of rationale to the affected Teacher.

In the event that an activity related to an extra duty assignment is canceled by an outside organization, an Act of God, or a reason outside the control of the Board after July 1 (e.g. IHSA cancels an athletic season due to a pandemic or if the job descriptions or minimum criteria and expectations of the extra duty assignment cannot be met), the Board will have the right to eliminate that extra duty assignment during that school year. In the event of such elimination, the Teacher assigned will not receive compensation but will be retained for the subsequent school year unless notice is given as above.

If a Teacher is involuntarily transferred, the Board shall make every effort to retain the Teacher in all of their extra duty assignments.

Section 8.1 (d) - Approval of New Clubs

Elementary buildings and middle school buildings have a specified number of additional clubs in the Extracurricular and Special Assignments schedule ("additional clubs"). The high school level has specified numbers of clubs categorized into Tiers in the Extracurricular and Special Assignments schedule ("tiered clubs").

If a Teacher has a proposal for a new club (e.g. a space travel club), the Teacher may petition the building Principal for approval no later than December 15. If the proposal is at the high school level, the proposal must include the Tier of responsibilities proposed (e.g. Tier 1.0 clubs).

During the school year in which a new club proposal is made, if a building has unused positions for additional clubs (elementary or middle level), or unused positions in the applicable tiered club level (high school level), then the building Principal or designee may grant approval for the new club to fill one such position. If the building Principal or designee grants approval for the new club, the sponsoring Teacher (the Teacher who made the proposal) must fulfill all responsibilities or minimum criteria expected of similar clubs before the end of the school year. Upon the completion of all such expectations, the sponsoring Teacher will receive full compensation for that school year, equivalent to that of other similar stipends.

If a building does not have unused positions for additional clubs or applicable level tiered club, then new club proposals will be considered for the subsequent school year. Building Principals or designees may not replace positions on their building's respective lists of additional/tiered clubs during the school year if all clubs for that school year are satisfying their responsibilities or minimum criteria.

At the end of each school year, the Board will provide to the Union President a list of all additional clubs or tiered clubs in each building. After the school year has concluded, the District Administration may replace an existing additional club or tiered club with a new club as proposed, provided that notice of such action is provided by July 1 to the Union and to the Teacher sponsoring the club to be

discontinued. Proposed clubs may not meet until they are approved by the building Principal or designee. If a proposed club is not approved by the building Principal or designee, then the proposed club may not meet. The Administration's decision whether or not to approve a proposed club shall be final.

Section 8.1 (e) - Extracurricular and Special Assignments Chart

Level	POSITION TITLE	Category and Longevity	Explanation
DIST	Doctorate Recognition In Approved Program	8A	Documentation Of Degree By November 15.
DIST	Learning Resource Center - 1 Per Building	8E	4 Days At 7.5 Hours Each, Minimum 30 Hours
EC	Building Specialist	6A	
ELEM	Outdoor Ed Coordinator	9A	One Per Elementary School
ELEM	Outdoor Education		Each Overnight = \$175
ELEM	Art Coordinator	6A	
ELEM	Choir Director - 1 Per Building	8A-E	
ELEM	General Music Department Chair	6A	
ELEM	Intramurals - 2 Per Building	9A-E	A 3rd Intramural Session May Be Run At Each Building If Activity And Participation Levels Warrant, At Request Of Building Principal.
ELEM	PE Coordinator	6A	
ELEM	Safety Patrol - 1 Per Building	7A-E	
ELEM	Additional Clubs - 12 Per Building	9A	
ELEM	Student Council - 1 Per Building	9A	
MS	Additional Clubs - 12 Per Building	9E	
MS	Band Director	6A-E	Minimum One Per Building, With Additional Band Directors To Be Assigned At Board Discretion If Number Of Students Exceeds 75.
MS	Basketball Boys - 2 Per Building	5A- E	
MS	Basketball Girls - 2 Per Building	5A-E	
MS	Chorus Director	6A-E	Minimum One Per Building, With Additional Chorus Directors To Be Assigned At Board Discretion If Number Of Students Exceeds 75.
MS	Cross Country - 3 Per Building	7A-E	May Add Additional Coach Based On Numbers. At Request Of Building Principal.
MS	Deans	8E	
MS	Department Chairperson (Specialist)	6A	One For The Middle School Level For Each Of Art, Music, Fcs, Computers, Industrial Tech, Project Lead The Way, And Guidance.

Level	POSITION TITLE	Category and Longevity	Explanation
MS	Department Chairperson (Specialist)	6A	One Per Department Per Building For Each Of Math, Science, Social Studies, And Language Arts. One For The Middle School Level For Each Of World Language And PE.
MS	Drama Assistant	7A-E	Two Productions Per Building. One Stipend Per Production.
MS	Drama Director	6A-E	Two Productions Per Building. One Stipend Per Production.
MS	Drama Music Director	7A-E	One Production Per Year, Per Building.
MS	Elementary Instrumental Music	6A-E	2.0 Churchville, 2.5 Bryan And 2.5 Sandburg
MS	Intramural Coordinator - 1 Per Building	6A	If Intramural Program Warrants An Additional Program Coordinator Based On Student Numbers And Participation, Building Principal May Request Additional Support From The Assistant Superintendent Of HR.
MS	Media/Tech Director - 1 Per Building	5A-E	
MS	Newspaper - 1 Per Building	7A-E	
MS	Orchestra Director	6A-E	Minimum One Per Building, With Additional Orchestra Directors To Be Assigned At Board Discretion If Number Of Students Exceeds 75.
MS	Science Olympiad - 1 Per Building	8A	
MS	Student Council - 1 Per Building	7A-E	
MS	Student Council Assistant	8A	Based On Numbers Of Participants. Requires Approval Of Principal. Maximum Of One Per Building Allowed.
MS	Team Leader (*Team Communicator)	6B	One Per Team Per Building.
MS	Track	7A-E	Minimum Three Per Building. Additional Stipends To Be Assigned At Request Of Building Principal If Participation Warrants. One (1) Coach Will Be Hired For Every Twenty (20) Students
MS	Variety Show- 1 Per Building	9A	
MS	Volleyball Boys - 2 Per Building	5A-E	
MS	Volleyball Girls - 2 Per Building	5A-E	
MS	Yearbook - 1 Per Building	7A-E	
YHS	Assessment Specialist	6A	Assigned By Building Principal As Needed
YHS	Assistant Athletic Director	1E Plus 2 Release periods	
YHS	Assistant Coach Floating	4A-E	May Only Be Used With Approval From Assistant Supt. Of HR
YHS	Badminton Girls Asst.	4A-E	
YHS	Badminton Girls Head	3A-E	

Level	POSITION TITLE	Category and Longevity	Explanation
YHS	Band Director	3A-E	
YHS	Band Director Asst.	5A-E	
YHS	Baseball Asst. Boys	4A-E	
YHS	Baseball Head Boys	2A-E	
YHS	Basketball Asst. Boys	3A-E	
YHS	Basketball Asst. Girls	3A-E	
YHS	Basketball Head Boys	1A-E	
YHS	Basketball Head Girls	1A-E	
YHS	Bass Fishing Head	3A-E	
YHS	Bass Fishing Asst	4 A-E	
YHS	Bowling - Head	3A-E	
YHS	Bowling Asst.	4A-E	
YHS	Cheerleader Asst. (Fall)	6A-E	
YHS	Cheerleader Head (Fall)	4A-E	
YHS	Choral Director	3A-E	
YHS	Club Stipends Tier 1.0	9E	
YHS	Club Stipends Tier 2.0	8A	
YHS	Club Stipends Tier 2.1	7A-E	
YHS	Club Stipends Tier 3.0	7A-E	
YHS	Club Stipends Tier 3.1	6A-E	
YHS	Club Stipends Tier 3.2	5A-E	
YHS	Club Stipends Tier 4.0	6A-E	
YHS	Club Stipends Tier 4.1	5A-E	
YHS	Club Stipends Tier 4.2	4A-E	
YHS	Club Stipends Tier 4.3	3A-E	
YHS	Competitive Dance Asst.	5A-E	
YHS	Competitive Cheer Asst. (Winter)	5A-E	
YHS	Competitive Cheer Head (Winter)	3A-E	
YHS	Competitive Dance Coach	3A-E	
YHS	Cross Country Asst. Boys	4A-E	
YHS	Cross Country Asst. Girls	4A-E	
YHS	Cross Country Head Boys	3A-E	
YHS	Cross Country Head Girls	3A-E	
YHS	Department Coordinator	3A	Math, Science, English, Social Studies, World Language, Physical Education, CTE (Industrial Tech, Business, FCS), And EL
YHS	Diving Coach Boys	4A-E	
YHS	Diving Coach Girls	4A-E	
YHS	Drama Director	3A-E	Three Productions Per Year; One Stipend Per Production.

Level	POSITION TITLE	Category and Longevity	Explanation
YHS	Drama Assistant Director	6 A-E	
YHS	Drama Lighting Designer	7A-E	Three Productions Per Year; One Stipend Per Production.
YHS	Drama Musical Accompanist	7A-E	One Production Per Year.
YHS	Drama Orchestral Music/Musical	7A-E	One Production Per Year.
YHS	Drama Technical Directors	6A	Three Productions Per Year; Two Stipends Per Production.
YHS	Fine Arts Coordinator	6A	
YHS	Football Assistant	3A-E	
YHS	Football Head	1A-E	
YHS	Golf Asst. Boys	4A-E	
YHS	Golf Asst. Girls	4A-E	
YHS	Golf Boys Head	3A-E	
YHS	Golf Girls Head	3A-E	
YHS	Gymnastics Asst Boys	4A-E	
YHS	Gymnastics Asst Girls	4A-E	
YHS	Gymnastics Head Boys	3A-E	
YHS	Gymnastics Head Girls	3A-E	
YHS	Lacrosse Asst Boys	4A-E	
YHS	Lacrosse Asst Girls	4A-E	
YHS	Lacrosse Boys Head	2A-E	
YHS	Lacrosse Girls Head	2A-E	
YHS	Learning Commons Coordinator	3A	
YHS	Orchestra Director	3A-E	
YHS	Poms Assistant (Pom Pon Assistant)	6A-E	
YHS	Poms Head Coach (Pom Pon Sponsor)	4A-E	
YHS	Seasonal Athletic Coordinators	7A	One Per Season.
YHS	Sideline Cheer Head (Winter)	4A-E	
YHS	Soccer Asst Boys	4A-E	
YHS	Soccer Asst Girls	4A-E	
YHS	Soccer Head Boys	2A-E	
YHS	Soccer Head Girls	2A-E	
YHS	Softball Asst Girls	4A-E	
YHS	Softball Head Girls	2A-E	
YHS	Special Olympics Basketball Asst	6A-E	
YHS	Special Olympics Basketball Head	5A-E	
YHS	Special Olympics Coordinator	5A-E	

Level	POSITION TITLE	Category and Longevity	Explanation
YHS	Special Olympics Volleyball Head	5A-E	
YHS	Special Olympics Volleyball Asst	6A-E	
YHS	Special Olympics Track And Field Head	5A-E	
YHS	Special Olympics Track And Field Asst	6A-E	
YHS	Swimming Asst Boys	3A-E	
YHS	Swimming Asst Girls	3A-E	
YHS	Swimming Head Boys	1A-E	
YHS	Swimming Head Girls	1A-E	
YHS	Tennis Asst Boys	4A-E	
YHS	Tennis Asst Girls	4A-E	
YHS	Tennis Head Boys	3A-E	
YHS	Tennis Head Girls	3A-E	
YHS	Track Asst Boys	3A-E	
YHS	Track Asst Girls	3A-E	
YHS	Track Head Boys	1A-E	
YHS	Track Head Girls	1A-E	
YHS	Vocal Music/Musical	8A	One Production Per Year.
YHS	Volleyball Asst Boys	4A-E	
YHS	Volleyball Asst Girls	4A-E	
YHS	Volleyball Head Boys	3A-E	
YHS	Volleyball Head Girls	3A-E	
YHS	Water Polo Asst Boys	4A-E	
YHS	Water Polo Asst Girls	4A-E	
YHS	Water Polo Boys Head	3A-E	
YHS	Water Polo Girls Head	3A-E	
YHS	Wrestling Asst	3A-E	
YHS	Wrestling Head	1A-E	

Section 8.1(f) - Other Rates of Compensation Chart

These amounts shall be increased by the base increase percentages as stated in Article VIII under compensation starting in the 2025-2026 school year.

Category	Rate of Pay
Instruction (Category A)	
Curriculum Development and Instructional Design	2024 - 2025 - \$46.55/ per hour 2025 - 2026 - \$47.95/ per hour 2026 - 2027 - \$49.34/ per hour
Teachers will receive payments in three equal installments for curriculum development work:	
Approximate Due Dates	Item Due
August 15	Conceptual Framework and year long curriculum map
January 15	Units, Assessments, Resources
April 15	Professional Learning Plans
K-5 Health	2024 - 2025 - \$618.00 2025 - 2026 - \$636.54 2026 - 2027 - \$655.00
Industrial Tech, Family Consumer Science, Business, Art, Music, Computer Lit, Guidance	<p style="text-align: center;">Year Long</p> 2024 - 2025 - \$618.00 2025 - 2026 - \$636.54 2026 - 2027 - \$655.00 <p style="text-align: center;">Semester</p> 2024 - 2025 - \$371.00 2025 - 2026 - \$382.13 2026 - 2027 - \$393.21 <p style="text-align: center;">Quarter</p> 2024 - 2025 - \$206.00 2025 - 2026 - \$212.18 2026 - 2027 - \$218.33
Core Class Elective (e.g., psychology, philosophy)	<p style="text-align: center;">Divide according to the length of class</p> 2024 - 2025 - \$1854.00 2025 - 2026 - \$1909.62 2026 - 2027 - \$1965.00
Teachers-Summer School Academic Instruction and Athletic Camp Coaching (excludes BTW)	<p style="text-align: center;">Rate per hour based on direct student contact teaching time + 20 minutes per day plan time x hourly rate x number of days of program</p> 2024 - 2025 - \$46.55 2025 - 2026 - \$47.95 2026 - 2027 - \$49.34
Summer School Director(s): High School (2)	(Includes time spent during the summer and during the school year in preparation; no hourly timesheets for same work).

	2024 - 2025 - \$9,270.00 2025 - 2026 - \$9,548.10 2026 - 2027 - \$9,824.99
MS and HS Counselors (Summer School) Need based. (With prior approval of HS Assistant Principal for Curriculum at HS level and Assistant Superintendent for Human Resources at MS level)	2024 - 2025 - \$46.55/ hour 2025 - 2026 - \$47.95/ hour 2026 - 2027 - \$49.34/ hour
Teaching District 205 Professional Growth Courses	Rate per hour, applied to number of course contact hours plus two preparation hours per course credit (e.g. a 45 contact hour course for three credits would equate to 51 hours of compensation) 2024 - 2025 - \$46.55/ hour 2025 - 2026 - \$47.95/ hour 2026 - 2027 - \$49.34/ hour
Training and Support (Category B)	
School Improvement Planning	2024 - 2025 - \$39.82/ hour 2025 - 2026 - \$41.01/ hour 2026 - 2027 - \$42.20/ hour
In House Substitute (1 period)	2024 - 2025 - \$39.82/ hour 2025 - 2026 - \$41.01/ hour 2026 - 2027 - \$42.20/ hour
	HS: 1 period = 1 hour
	MS: 1/4 hour increments
	ES: 1/4 hour increments
Training Rate	2024 - 2025 - \$27.81/ hour 2025 - 2026 - \$28.64/ hour 2026 - 2027 - \$29.47/ hour
Driver Ed (BTW) (Includes Summer School Driver Ed-BTW)	2024 - 2025 - \$39.82/ hour 2025 - 2026 - \$41.01/ hour 2026 - 2027 - \$42.20/ hour
Tutors, Math Lab Tutor, Computer Lab- Work Coordination - HS (At discretion of Administration)	Tutors: 2024 - 2025 - \$39.82/ hour 2025 - 2026 - \$41.01/ hour 2026 - 2027 - \$42.20/ hour All others: 2024 - 2025 - \$25.75/ hour 2025 - 2026 - \$26.52/ hour 2026 - 2027 - \$27.29/ hour
Supervisory (Category C)	

Additional Supervisory (lunchroom, cafeteria, graduation, Parking lots)	2024 - 2025 - \$32.17/ hour 2025 - 2026 - \$33.14/ hour 2026 - 2027 - \$34.10/ hour
Intramurals at High School and Middle School Levels	2024 - 2025 - \$32.17/ hour 2025 - 2026 - \$33.14/ hour 2026 - 2027 - \$34.10/ hour
Library Extended Hours	MS: 2024 - 2025 - \$25.75/ hour 2025 - 2026 - \$26.52/ hour 2026 - 2027 - \$27.29/ hour
	HS: 2024 - 2025 - \$32.17/ hour 2025 - 2026 - \$33.14/ hour 2026 - 2027 - \$34.10/ hour
Bus Supervision - Elementary and Middle School (As Needed)	2024 - 2025 - \$32.17/ hour 2025 - 2026 - \$33.14/ hour 2026 - 2027 - \$34.10/ hour
After school study supervision - MS (As Needed)	2024 - 2025 - \$32.17/ hour 2025 - 2026 - \$33.14/ hour 2026 - 2027 - \$34.10/ hour
After School Athletic Supervision - MS (Not for coaches in season supervising their own players)	2024 - 2025 - \$32.17/ hour 2025 - 2026 - \$33.14/ hour 2026 - 2027 - \$34.10/ hour
After School Academic Support - MS	2024 - 2025 - \$39.82/ hour 2025 - 2026 - \$41.01/ hour 2026 - 2027 - \$42.20/ hour
Special Events	
Middle School Detention	2024 - 2025 - \$31.00/ hour 2025 - 2026 - \$31.93/ hour 2026 - 2027 - \$32.86/ hour
Interpreter (*Teachers will not be required to serve as interpreters or translators.)	2024 - 2025 - \$28.77/ hour 2025 - 2026 - \$29.63/ hour 2026 - 2027 - \$30.49/ hour
Scoreboard/Basketball- MS	2024 - 2025 - \$22.66/ hour 2025 - 2026 - \$23.34/ hour 2026 - 2027 - \$24.02/ hour
Scoreboard/Volleyball- MS	2024 - 2025 - \$22.66/ hour 2025 - 2026 - \$23.34/ hour 2026 - 2027 - \$24.02/ hour

Athletic Events Supervision- York	2024 - 2025 - \$75.66/ event 2025 - 2026 - \$77.93/ event 2026 - 2027 - \$80.19/ event
Football Home/Away Games- York	2024 - 2025 - \$83.19/ event 2025 - 2026 - \$85.69/ event 2026 - 2027 - \$88.17/ event
Prom Chaperone- York	2024 - 2025 - \$83.19/ event 2025 - 2026 - \$85.69/ event 2026 - 2027 - \$88.17/ event
Media Stage Work for non-school events	2024 - 2025 - \$30.65/ hour 2025 - 2026 - \$31.57/ hour 2026 - 2027 - \$32.49/ hour
Summer Book Sales & Registration	
Info Snap, Residency, Student IDs	\$15 per hour
Student Handbooks, Student Schedules, Parking/Bus Info, Crowd Control, Financial Assistance, Payment Verification	\$15 per hour
Cashiers (Not currently used due to outsourcing of bookstore)	\$20 per hour
Other	
MS and HS Counselors- Beyond the contract days- (With prior approval of Assistant Superintendent of Human Resources)	1/182 of base salary
District- Psychologists and Social Workers-Beyond the contract days (With prior approval of Assistant Superintendent of Human Resources)	1/182 of base salary
Deans/Registration (With Prior Approval of the Assistant Superintendent of Human Resources)	1/182 of base salary
Instructional Coaches Ten additional work days, as part of job description	1/182 of base salary for each of the ten days
Post-Season Play and Practice: Post-Season shall begin the day after the last regularly scheduled competition/game.	

Varsity Sport- Head Coaches and Academic Teams	2024-25 - \$77.25/ per coach per game or practice 2025-26 - \$79.57/ per coach per game or practice 2026-27 - \$81.88/ per coach per game or practice
Varsity Sport- Assistant Coaches* and Academic Teams	2024-25 - \$51.50/ per coach per game or practice 2025-26 - \$53.05/ per coach per game or practice 2026-27 - \$54.59/ per coach per game or practice
* Daily Rate of Pay- Athletic Director will determine the number of assistants receiving compensation.	

Section - 8.1 (g) Stipend Schedules

The stipend schedule shall be increased by the base increase percentages as stated in Article VIII under compensation.

2024 - 2025 Stipend Schedule

STEP	Years In Service	I-0	II-0	III-0	IV-0	V-0	VI-0	VII-0	VIII-0	IX-0
A	1-3 YEARS	\$8,384.00	\$7,536.00	\$7,172.00	\$5,921.00	\$4,373.00	\$3,573.00	\$2,670.00	\$1,683.00	\$844.00
B	4-7 YEARS	\$9,542.00	\$8,817.00	\$8,442.00	\$7,010.00	\$4,450.00	\$3,650.00	\$2,750.00	\$1,740.00	\$874.00
C	8-11 YEARS	\$10,741.00	\$9,893.00	\$9,494.00	\$7,862.00	\$4,663.00	\$3,834.00	\$2,903.00	\$1,851.00	\$904.00
D	12-15 YEARS	\$11,876.00	\$10,959.00	\$10,526.00	\$8,841.00	\$5,598.00	\$4,558.00	\$3,382.00	\$2,178.00	\$1,065.00
E	16+ YEARS	\$12,097.00	\$11,104.00	\$10,665.00	\$8,987.00	\$5,994.00	\$4,900.00	\$3,663.00	\$2,291.00	\$1,120.00

2025 - 2026 Stipend Schedule

STEP	Years In Service	I-0	II-0	III-0	IV-0	V-0	VI-0	VII-0	VIII-0	IX-0
A	1-3 YEARS	\$8,636.00	\$7,762.00	\$7,387.00	\$6,099.00	\$4,504.00	\$3,680.00	\$2,750.00	\$1,733.00	\$869.00
B	4-7 YEARS	\$9,828.00	\$9,082.00	\$8,695.00	\$7,220.00	\$4,584.00	\$3,760.00	\$2,833.00	\$1,792.00	\$900.00
C	8-11 YEARS	\$11,063.00	\$10,190.00	\$9,779.00	\$8,098.00	\$4,803.00	\$3,949.00	\$2,990.00	\$1,907.00	\$931.00
D	12-15 YEARS	\$12,232.00	\$11,288.00	\$10,842.00	\$9,106.00	\$5,766.00	\$4,695.00	\$3,483.00	\$2,243.00	\$1,097.00
E	16+ YEARS	\$12,460.00	\$11,437.00	\$10,985.00	\$9,257.00	\$6,174.00	\$5,047.00	\$3,773.00	\$2,360.00	\$1,154.00

2026 - 2027 Stipend Schedule

STEP	Years In Service	I-0	II-0	III-0	IV-0	V-0	VI-0	VII-0	VIII-0	IX-0
A	1-3 YEARS	\$8,886.00	\$7,987.00	\$7,601.00	\$6,276.00	\$4,635.00	\$3,787.00	\$2,830.00	\$1,783.00	\$894.00
B	4-7 YEARS	\$10,113.00	\$9,345.00	\$8,947.00	\$7,429.00	\$4,717.00	\$3,869.00	\$2,915.00	\$1,844.00	\$926.00
C	8-11 YEARS	\$11,384.00	\$10,486.00	\$10,063.00	\$8,333.00	\$4,942.00	\$4,064.00	\$3,077.00	\$1,962.00	\$958.00
D	12-15 YEARS	\$12,587.00	\$11,615.00	\$11,156.00	\$9,370.00	\$5,933.00	\$4,831.00	\$3,584.00	\$2,308.00	\$1,129.00
E	16+ YEARS	\$12,821.00	\$11,769.00	\$11,304.00	\$9,525.00	\$6,353.00	\$5,193.00	\$3,882.00	\$2,428.00	\$1,187.00

Section 8.2 - Vertical Advancement on Salary Schedule

Vertical advancement on the salary schedule shall be automatic for all Teachers except that any salary increase may be withheld from a Teacher because of unacceptable performance or because of chronic violation of the normal rules and regulations. There shall have been a record in the Teacher's file of the

unacceptable performance or chronic violation of the rules and regulations. If the Principal recommends to the Superintendent the withholding of a salary increase of a Teacher, the Teacher shall be given a written notice of the Principal's recommendation and may at that time meet with the Superintendent and be accompanied by the Union President, or their designee, to discuss the violation. If the Superintendent, after meeting with the Teacher, concurs with the recommendation of the Principal, a statement will be sent to the Teacher at least thirty (30) calendar days before the Board of Education is scheduled to take any action (in no case will that statement be sent later than the last day of the school term), specifying infractions or the unacceptable nature of the performance and notifying them that the Board may be asked to take action. If the Teacher so notified satisfactorily corrects the failings specified, no further action is to be taken. In cases where the Board of Education is asked to withhold a salary increase, the Teacher, if he or she so desires, may appear before the Board at the time such action is to be taken. Said Teacher will have the right to be accompanied by the Union President, or designee or by non-Union counsel of their choice at the Board meeting.

Failure to receive a salary increase as outlined above shall place a Teacher on probation for one year. If, during that time, the Teacher corrects the unacceptable nature of the performance or the infraction specified, the following year he or she may recover their rightful salary level on the salary schedule, but not the money withheld for the one year.

Vertical advancement on the salary schedule shall be automatic for all Teachers except that any salary increase will automatically be withheld for the full following school year for a staff member who is placed on Notice to Remedy or a Remediation Plan by the District. If during the following year, the Teacher corrects the situation, then he or she may recover their rightful salary level on the salary schedule the year after the year of no vertical advancement but not the money withheld for the one year. The procedure discussed in the preceding paragraphs applies only to those staff members not automatically covered by this paragraph.

Section 8.3 - Lane Change

Paperwork for placement on advanced lanes shall be due November 15th or March 15th. Placement on the salary schedule shall be retroactive to the first day of the school year for the November 15th deadline. Placement on the salary schedule shall be retroactive to March 1st for the March 15th deadline. Teachers who complete coursework for a first Master's Degree will be required to provide transcripts no later than November 15th or March 15th and will receive a lane change from BA+15 to the MA lane. In situations where the awarding of the degree is delayed due to scheduling of commencement/conferral ceremonies by the university awarding the degree, the Teacher will be required to provide an official transcript dated after the degree is conferred but not later than February 15th of the current school year for the November 15th deadline and no later than May 15th for the March 15th deadline. Failure to provide an official transcript dated after degree conferral and prior to February 15th or May 30th will require the Teacher to reimburse the District the pay overage. This repayment will be accomplished through the docking of the Teacher's wages in equal installments over the remainder of the school year.

Only courses taken after a Teacher's initial placement on the salary schedule or following that Teacher's most recent lane change will count toward that Teacher's next lane change. However, approved course credits will carry over if a Teacher earns more than the required number of hours to change lanes. For example, if a Teacher is placed in the MA lane and then earns twelve (12) credit hours, the Teacher would receive a lane change to the MA+10 lane and have two (2) credit hours available to be counted towards the next lane change when earned.

Lane changes from the BA+15 lane to the MA lane must be earned with the receipt of a Master's Degree.

In addition to granting lane changes through graduate credit, lane changes shall also be granted with as much as one hundred (100) percent of credits earned through District 205 Professional Growth Program course work. Each credit earned through District 205 Professional Growth Program course work shall consist of fifteen (15) contact hours and be equivalent to one (1) graduate credit hour. If a Teacher receives any District 205 Professional Growth Program credits prior to earning a Master's Degree, those credits may not be used for any lane changes after placement in the MA lane.

If a Teacher must take college coursework in order to fulfill the requirements for recertification because their certificate was not renewed in a timely manner, the Teacher shall not be allowed to use that coursework in order to advance on the pay scale.

Teachers who have been on the top step of any lane for less than one year, and who have acquired the proper graduate credits and/or District 205 in-service credit for a lane change, will remain on their current step, but move to the appropriate lane. Teachers who have been on the top step of any lane for one year or more, and who have acquired the proper graduate credits and/or District 205 in-service credit for a lane change, will move to the appropriate lane and advance one step.

Teachers entitled to lane movement shall be granted such during the duration of this Agreement.

Regardless of lane position, all coursework submitted for lane movement shall be part of a professional growth plan that has been approved by the Superintendent or designee before coursework begins and shall be subject to the same requirements as for tuition reimbursement.

Teachers shall be allowed a maximum of one lane movement per year.

Section 8.4 -TRs Contributions

The amounts set forth on the salary schedules include contributions to the Illinois Teachers' Retirement System (TRS) as required by Sections 16-152 (1) and (4) of the Illinois Pension Code which contributions shall be picked up and paid by the Board for each Teacher. The amounts set forth on the salary schedules represent the combination of all regular salary benefits payable to Teachers and all amounts picked up and paid to TRS by the Board, and the Board shall not be required by this provision or otherwise to pick up and pay additional amounts to TRS or to, or on behalf of, Teachers. Although designated by the Illinois Pension Code as Teacher contributions, the amounts herein required to be picked up by the Board are being paid by the Board in lieu of contributions by Teachers. Teachers shall not have the option of choosing to receive directly the amounts contributed to the TRS by the Board on their behalf, nor any right or claim to the contributions to the TRS except as such may subsequently become available pursuant to the provisions of the Pension Code and TRS rules and regulations.

ARTICLE IX: Fringe Benefits

Section 9.1 – Health Insurance Contribution

Annual Premium. The annual premium equivalent rate (“annual premium”) is the amount of money necessary, as recommended by the Board’s insurance broker, to fund total projected annual plan claims and costs.

The current sharing percentages of the premium for hospitalization, surgical and major medical insurance in calendar year 2024 are as follows:

	HMO Blue Advantage	PPO-HSA	PPO1
Teacher only	84.74%	80.00%	73.69%
Teacher plus spouse	67.37%	66.58%	61.06%
Teacher plus child(ren)	67.37%	65.79%	61.06%
Family	67.37%	65.79%	61.06%

The Board will contribute the following percentages of the monthly premium for hospitalization, surgical and major medical insurance starting January 1, 2025:

	HMO Blue Advantage	PPO- HSA	PPO1
Teacher only	94%	88%	1/1/25-12/31/25 = 80% 1/1/26-12/31/26 = 75% Starting 1/1/27 = 70%
Teacher plus spouse	72%	70%	1/1/25-12/31/25 = 64% 1/1/26-12/31/26 = 62% Starting 1/1/27 = 60%
Teacher plus child(ren)	72%	70%	1/1/25-12/31/25 = 64% 1/1/26-12/31/26 = 62% Starting 1/1/27 = 60%
Family	72%	70%	1/1/25-12/31/25 = 64% 1/1/26-12/31/26 = 62% Starting 1/1/27 = 60%

Annual Premium “Percentage Increase Cap”

Any annual premium increase shall be limited to a “percentage increase cap” of eight percent eight percent (8%) each year.

Plan Design

The “plan design” of insurance coverage includes networks, deductibles, co-insurance, maximum out of pocket expenses, and other factors that influence plan specifications, claims and costs.

Plan Changes

In the event the District experiences an annual premium increase that exceeds the “percentage increase cap” (specified above) by more than four (4) percent, the Insurance Committee shall recommend changes to plan design, coverages, and premium contribution levels, which will mitigate the annual premium increase by at least four (4) percent. If the annual premium increase exceeds the “percentage increase cap” by less than four (4) percent, then the insurance committee shall recommend changes to plan design, and coverages that will result in an increase less than or equal to the percentage increase cap.

All Teachers hired after December 31, 2015 may select only from the HMO Blue Advantage, or PPO-HSA plans.

In addition to the Board contributing toward the monthly premium for hospitalization, surgical and major medical insurance under the Plan(s) selected by the District, employees who choose the PPO Health Savings Account (HSA) plan and participate in a District wellness screening (or a doctor’s equivalency) shall receive an annual HSA contribution from the Board on January 20th of each year in which the employee is enrolled in the PPO-HSA plan in the following amounts:

Teacher only	\$1,100
Teacher plus spouse	\$2,200
Teacher plus child(ren)	\$2,200
Family	\$2,800

In order to receive the Board contribution to a Teacher’s Health Savings Account for a calendar year starting January 1, the Teacher in the PPO-HSA program must participate in a District wellness screening (or provide evidence of a doctor’s equivalency) between January 1 and December 15 of the preceding calendar year.

Teachers participating in a District insurance plan are requested to complete a District wellness screening (or provide evidence of a doctor’s equivalency) between January 1 and December 15 of the preceding calendar year. Teachers participating in a District insurance plan who do not complete a District wellness screening (or provide evidence of a doctor’s equivalency) will be charged an additional premium of \$300. The cash value of all of the added premiums collected by the District will be divided by the number of Teachers (except for those in the retirement incentive) who participate in a District insurance plan and complete a District wellness screening (or provide evidence of a doctor’s equivalency), and the resulting cash value will be distributed as income to those Teachers participating in a District insurance plan who have completed the wellness screening or doctor’s equivalency. This paragraph is not intended to apply to any Teacher in the retirement incentive, nor to any Teacher who does not participate in a District insurance plan.

For the responsibilities of the Insurance Committee, see Section 4.1(d).

Section 9.2 – Life Insurance

The Board will provide group term life insurance for each Teacher in the amount of \$30,000 with additional \$25,000 insurance for accidental death and dismemberment, except that on the plan anniversary nearest a Teacher’s seventieth (70th) birthday, said insurance will be reduced by fifty

percent (50%). Furthermore, if allowed by the insurance carrier, Teachers will be allowed to purchase additional term life insurance at available group rates within limits determined by the insurance carrier.

Section 9.3 – Tuition Reimbursement

Teachers shall be eligible for lane advancement and reimbursement by the Board, to the extent indicated below for tuition costs associated with the earning of college graduate credit. However, if the Teacher must take college coursework in order to fulfill the requirements for recertification because their Professional Development Plan was not completed in a timely manner, no tuition reimbursement will be available for that coursework.

Only Teachers with at least two (2) years teaching experience in District 205 will be eligible for tuition reimbursement.

In order for coursework to be considered for approval and advancement, coursework must fit the Teacher's individual professional growth plan activities approved by the Superintendent or designee, must be part of a graduate program to which the Teacher has been admitted and must be part of a program in the content area of the Teacher's current professional assignment. In the event the Teacher has already completed a graduate program, the Teacher must develop a professional program for additional coursework that is subject to approval by the Superintendent or their designee. In order for coursework to be considered for approval, courses must be transferable to or be part of a graduate program, meet District priorities, or must fit the Teacher's individual professional growth plan. Exceptions will be considered if the Teacher's supervisor recommends such exceptions for individual Teachers and the Superintendent, or designee, approves. Courses that are not approved by building Principals or the Superintendent, or designee, are not eligible for tuition reimbursement, and are not applicable for lane changes. Teachers already enrolled in an approved program at the ratification of this Agreement will be grandfathered into that program.

The District will distribute, no later than June 30 of each year, a listing of District priorities for coursework in the following school year.

In order to receive approval, courses offered online must either be part of an ISBE recognized or regionally accredited program for online learning, or must have some component identified in the course description that involves either direct student-to-student interaction or direct teacher-to-student interaction. This interaction can be face-to-face in real time or via required discussion board participation between students and also between students and the instructor. Exceptions will be considered if the Teacher's supervisor recommends such exceptions for individual Teachers and the Superintendent, or designee, approves.

Course approval practices prior to the ratification of this Agreement, if inconsistent with this section, do not constitute a past application or practice.

For college graduate credit pre-approved by the Superintendent or designee, the rate of reimbursement shall not exceed one hundred ten (\$110) dollars per semester hour for up to nine (9) semester hours in a fiscal year for all eligible Teachers. This reimbursement rate shall be increased by the base increase percentages as stated in Article VIII under compensation starting in the 2025-2026 school year. Should the District initiate a targeted opportunity for certification/endorsement aligned to the needs of the District, reimbursement may exceed this amount at the discretion of the Superintendent.

Annual expenditures for tuition reimbursement shall be limited to no more than one hundred thousand dollars (\$100,000) during the first year of this Agreement. The annual expenditures for tuition shall be increased by the base increase percentages as stated in Article VIII under compensation starting in the 2025-2026 school year. Should requests for reimbursement exceed the annual limit set forth, such

requests shall be dated and held until the following school year. Any unpaid requests shall be the first paid in the order in which they were received when monies are available during the following school year.

To be eligible for reimbursement, the Teacher must submit evidence affirming that the course work has been pre-approved by the Superintendent or their designee.

It is the responsibility of the Teacher to furnish the Board with a receipt for the tuition payment and the university transcript as evidence of the credit earned and grades received prior to receiving reimbursement. Reimbursement will be provided with the understanding that the reimbursed Teacher shall continue to provide three (3) years of employment to the Board after receipt of the advanced degree or additional licensure endorsement. Failure to provide three (3) years of employment will require the Teacher to reimburse the District for any tuition reimbursement received. Reimbursement to the District must be made prior to the last day of employment. This reimbursement will not be required in cases where the Teacher's separation from employment is involuntary or as a result of extenuating circumstances.

Section 9.4 - National Board Certification and National Credentials

Teachers who are awarded National Board Certification status after July 1, 2008 will receive a one-time stipend of \$3000. This is distinct from reimbursement from the state of Illinois. These Teachers will also be eligible for a maximum of \$600 in reimbursement for the application fees in the certification process after being awarded the National Board Certification. All Teachers awarded National Board Certification status will also be eligible for a maximum of \$600 in reimbursement for recertification fees related to National Board certification.

Teachers who are awarded Nationally Certified School Psychologist (NCSP) credentials, Licensed Clinical Social Worker (LCSW) credentials, or American Speech-Language-Hearing Association Certificate of Clinical Competence (CCC) credentials after July 1, 2018 will receive a one-time stipend of \$2000. Teachers are only eligible to receive this stipend once, for their first national credential earned. These Teachers will also be eligible for a maximum of \$600 in reimbursement for the application fees in the certification process after being awarded their national credentials. All Teachers awarded national credentials in these areas will be eligible for a maximum of \$600 in reimbursement for recertification fees related to their national credentials. The stipends related to National Board Certification and national credentials will be provided with the understanding that the Teacher shall continue to provide three (3) years of employment to the Board after receipt of National Board Certification or national credentials. Failure to provide three (3) years of employment will require the Teacher to reimburse the District. Reimbursement to the District must be made prior to the last day of employment. This reimbursement will not be required in cases where the Teacher's separation from employment is involuntary or as a result of extenuating circumstances.

Section 9.5 - District 205 Professional Growth

The Administration will offer District 205 Professional Growth courses as a means of encouraging the professional growth of Teachers. A variety of courses will be established by the Administration and designed to reflect the District's strategic plan and instructional priorities of value to all Teachers. The Administration will have final authority for administering the District 205 Professional Growth Program.

Section 9.6 (a) - MA+40 Incentive for Professional Learning

Teachers who are placed in the MA+40 lane, including those in the Longevity classifications, and including those receiving Salary Plus bonuses, but with the exception of those Teachers participating in the retirement incentive, shall be eligible to receive compensation for completing District 205 Professional Learning courses or outside courses pre-approved in accordance with the

Professional Learning Guidelines. If courses offered outside District 205 are completed and compensated as outlined below, then tuition reimbursement is not accessible for those courses.

For each pre-approved course completed, Teachers will receive the following compensation:

- One (1) credit hour course (fifteen [15] contact hours) - \$420
- Two (2) credit hour course (thirty [30] contact hours) - \$840
- Three (3) credit hour course (forty five [45] contact hours) - \$1,260
- Four (4) credit hour course (sixty [60] contact hours) - \$1,680

Compensation will be in the form of a one-time payment upon completion. This compensation does not become part of a Teacher's base salary.

These amounts shall be increased by the base increase percentages as stated in Article VIII under compensation starting in the 2025-2026 school year.

Section 9.6(b) - Salary Plus Bonus Program

Teachers who applied for courses to enter into or advance within the Salary Plus Bonus Program before June 30, 2018, and who were pre-approved for such courses, will be eligible for entry into or advancement within the Salary Plus Bonus Program as per the terms of the prior Agreement. Teachers receiving Salary Plus Bonuses, including those entering or advancing based on requests made before June 30, 2018, will continue to receive the amount of their Salary Plus Bonuses annually as long as they remain employed by District 205. No further entry into or advancement within the Salary Plus Bonus Program will be permitted.

Section 9.7 - Travel Between Schools

A Teacher who travels between school buildings on a regular basis each school day for the purpose of performing their assigned instructional duties shall receive an annual travel allowance of \$150.00 for each move (or \$30.00 annually for each move within one week.) Said travel allowance shall be in lieu of any mileage payment. Teachers who regularly move from one school building to another after the end of the school day for the purpose of performing coaching duties or other duties specified in the extra compensation schedule shall be excluded from receiving a travel allowance under this section.

Section 9.8 - Personal Automobile Usage & Mileage

Teachers who are required to use their automobiles for approved travel for school business in connection with their duties shall be reimbursed at the approved IRS rate. The Teachers shall submit to their Department Chairperson or building Principal an itemized report detailing the number of miles driven and the purpose of the trip. District meetings relating to curriculum, travel for the purpose of performing duties specified on the extra compensation schedule and meetings of the Elmhurst Teachers' Council shall not be considered approved travel. Payment for travel under this section shall begin on the date of the execution of this Agreement.

Section 9.9 - Annuities

When a Teacher wishes to join a tax sheltered annuity program, the Board shall instruct the Business Office to make the necessary deductions from the Teacher's salary, In accordance with the Board's adopted tax sheltered annuity plan. Said Teacher shall choose a program from one of the District approved programs made available to District 205 Teachers.

Section 9.10 - Compensation for Vandalism

A Teacher shall be compensated at an amount as provided by Board Policy in the event of an accidental act of a student or vandalism which results in the loss of, or damage to, their personal property not covered by insurance, which he or she directly uses in the instructional program, and which use has been previously approved by the building Principal.

Section 9.11 - Student Loan Debt

Any *first year* Teacher whose summative evaluation rating is Excellent, and any second, third or fourth year Teacher whose most recent summative evaluation rating is Proficient or Excellent, and who provides documentation to the District that he/she is currently paying off student loans for their own education, will be eligible for the following option to receive increased income to reduce student debt. At the end of each school year, a Teacher may elect to have one, two or three unused personal days exchanged for income at their per-diem rate instead of rolling unused personal days into accrued sick leave. Notification of this election must be given to the District by May 31 of each year. Income will be distributed on the last regular payroll in June. This benefit is not available to Teachers who are non-renewed by the District.

ARTICLE X: Retirement Incentive Program

Section 10.1 - Retirement Incentive

The provisions of this section apply to Teachers who have not submitted and been approved for retirement under the provisions of the prior Agreement.

General Eligibility Requirements:

Retirement incentives shall be available to Teachers who meet the following applicable general eligibility criteria:

1. The Teacher will have completed at least ten (10) years of full time employment with the District as a licensed Teacher at the time of retirement.
2. At the time of retirement, the Teacher must be eligible for a discounted or non-discounted annuity from TRS. Currently, this means a Teacher in Tier I must either reach age sixty (60) with at least ten (10) years of TRS creditable service, or reach age fifty-five (55) with at least twenty (20) years of service. Currently, this means a Teacher in Tier II must reach age sixty-two (62) with at least ten (10) years of TRS creditable service.
3. None of the Teacher's increases in creditable earnings in the years used to determine the Teacher's pension would cause the Board to be subject to any penalty.
4. To be eligible for this retirement incentive, the resignation must be effective no later than the end of the school term in which the Teacher will have earned thirty-five (35) years of TRS creditable service (including unused sick leave). If such a Teacher does not elect to participate in the incentive and wishes to continue teaching in the District beyond the school year in which he or she earned thirty-five (35) years of TRS creditable service, that Teacher will be ineligible for a retirement incentive under this Agreement.
5. Before applying to participate in the retirement program, the Teacher must provide an update to the District on the following information.
 - (a) The number of years of creditable service with TRS.
 - (b) The number of years of creditable service with non-TRS retirement systems in Illinois and other states which may be used for creditable service with TRS.
 - (c) Other optional service credit which may be available for creditable service with TRS, such as leaves of absence or military service.
 - (d) The number of days of sick leave from other TRS-covered employers available for service credit with TRS.

Where available, the information must be provided in a statement from TRS or other government agency or on a form developed by the District in consultation with the Union.

6. Participating Teachers who elect to participate in this retirement program will receive only the benefits of this program, and will not be entitled to receive any benefits under any retirement program negotiated in a prior or successor bargaining Agreement.

This four (4) year retirement incentive shall be available to Teachers who meet the applicable general eligibility requirements and submit an irrevocable letter of intent to retire to the Superintendent or designee as set forth below:

- For retirement at the close of the 2027-2028 school year, no later than August 15, 2024
- For retirement at the close of the 2028-2029 school year, no later than August 15, 2025.
- For retirement at the close of the 2029-2030 school year, no later than August 15, 2026.

Benefits:

1. As a voluntary retirement benefit for qualifying Teachers, the Board agrees to increase the Teacher's TRS creditable earnings by 6% of their TRS creditable earnings of the prior year for each of their four (4) final years of employment in lieu of any other raise, step, or other creditable earnings increase to which the Teacher may otherwise have been entitled.
2. Under no circumstances may a Teacher participating in this program receive a creditable earnings increase of more than 6% over the Teacher's prior year's creditable earnings in the last four years of employment.
3. If a Teacher performs any new or different activities that would cause the teacher to incur an earnings increase in excess of 6% in the last four years of employment, the teacher shall have the choice of not performing the activity or accepting a lesser rate of pay, that would not cause the earnings increase to exceed 6%.

If a Teacher does not perform an extra duty assignment that was included in the original computation of TRS creditable earnings, the retirement benefit will be reduced Proportionally.

If a Teacher has a potential shortfall in TRS creditable earnings due to the elimination of a stipend or extra duty opportunities by the District, or extenuating circumstances involving a medical leave, the District will make every effort and work collaboratively with the Teacher to find opportunities to avoid a shortfall if the Teacher expresses an interest in such opportunities.

Benefit Repayment/Forfeiture Provision

If a Teacher participating in the retirement incentive program resigns prior to the date originally approved for their retirement, and if such Teacher has received any increases in TRS creditable earnings in excess of the level allowed by law in the years preceding retirement, the Teacher shall be required to repay the District any earnings during those years which were in excess of the maximum annual increase allowed by law to avoid the Board being subject to a penalty. The Teacher, the Assistant Superintendent for Finance and Operations, and the Union President shall meet to determine a repayment plan of any such earnings. Any repayments not completed by a Teacher's last day of employment shall be deducted from the Teacher's final paycheck on or before June 30 of the final employment year. The District shall be responsible for notifying TRS of the corrected earnings for any year in which the Teacher may have received earnings in excess of the maximum annual increase allowed by law. Such Teacher will also forfeit their right to any post-retirement service recognition bonus due under the incentive program.

Section 10.2 - Retirement Incentive Payment and Reopener

1. Salary paid to Teachers under the provisions of Section 10.1 of this article shall be paid as a part of each regular pay period.
2. In the event the District is required to make individual employer contributions or make any payments in a greater amount than the current employer contribution rate for TRS Tier I member benefit increases (0.58%), or in the event that the Illinois State Legislature

enacts a law, or the Teachers Retirement System of Illinois enacts rules which would change the costs to the District or Teacher for salary increases in excess of six percent (6%), or the costs of granting additional sick days, the Union or Board may request by a written notice to the other party, within ninety (90) days of the effective date of such change, that it wishes to bargain the provisions of this Article X. Should either party request to reopen Article X for negotiations, any Teacher who has already entered the retirement incentive will be grandfathered into the incentive described in this Agreement and allowed to continue in the incentive for the number of years specified.

Section 10.3 - Limitation on Compensation

If a Teacher resigns without entering the retirement incentive program or resigns prior to the date originally approved for their retirement, and if such Teacher has received any annual increases in TRS creditable earnings in excess of the level allowed by statute in the years preceding retirement, the Teacher shall be required to pay back to the District any earnings during those years which were in excess of the maximum annual increase allowed by statute to avoid the Board being subject to a penalty. The Teacher, the Assistant Superintendent for Finance and Operations, and the Union President shall meet to determine a repayment plan of any such earnings. Any repayments not completed by a Teacher's last day of employment shall be deducted from the Teacher's final paycheck on or before June 30 of the final employment year. The District shall be responsible for notifying TRS of the corrected earnings for any year in which the Teacher may have received earnings in excess of the maximum annual increase allowed by statute. Such Teacher will also forfeit their right to any post-retirement service recognition bonus due under the program.

Teachers age 50 or older on the first day of the school year must provide the following information by no later than January 15 of each school year beginning with January 15, 2025:

- a. The number of years of creditable service with TRS.
- b. The number of years of creditable service with non-TRS retirement systems in Illinois and other states which may be used for creditable service with TRS.
- c. Other optional service credit which may be available for creditable service with TRS, such as leaves of absence or military service.
- d. The number of days of sick leave from other TRS-covered employers available for service credit with TRS.

Where available, the information must be provided in a statement from TRS or other government agency or on a form developed by the District in consultation with the Union.

Section 10.4 – Agreement to Waive Final Summative Evaluation

A Teacher who has received a "Proficient" or "Excellent" performance rating on their most recent Summative Evaluation and has been accepted for retirement under Section 10.1 and is on cycle for a Summative Evaluation and performance rating in their final year of employment prior to retirement shall be eligible to exercise the option to waive the formal Summative Evaluation process in their final year of employment prior to retirement, and in so doing shall default to the rating received on their most recent evaluation.

ARTICLE XI: General Provisions

Section 11.1- Contract Changes

This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the mutual consent of the parties in a written and signed amendment to this Agreement.

Section 11.2 - Copies of Contract

The Board agrees to distribute copies of the completed contract within a reasonable time following ratification of the Agreement. Expenses of printing and distributing the Agreement shall be borne by the Board. Each new staff member shall receive a copy of the contract in printed form. The contract will also be posted on the staff Intranet site.

Section 11.3 - School Code Overrides Contract Language

If any provision of the Agreement is subsequently declared, by the proper legislative or judicial authority, to be unlawful, unenforceable or not in accordance with the minimum standard of the School Code, all other provisions of this Agreement shall remain in full force and effect for the duration of the Agreement. Any substitute action shall be subject to appropriate negotiation between the Board and the Union.

Section 11.4 - Notice to Open Negotiations

Upon written notification by either party after January 1 in the final year of this Agreement, negotiations shall commence at a mutually agreeable date but not later than sixty (60) calendar days after receipt of written notification to begin negotiations. If an agreement is not reached between the two parties prior to May 15 (or ninety (90) days prior to opening of school) of the final year of this Agreement, the parties shall jointly notify the Illinois Educational Labor Relations Board concerning the status of negotiations.

If, after a reasonable period of negotiations and within forty-five (45) calendar days of the scheduled opening of the next school term, either party determines an impasse has been reached, that party may request that IELRB or an alternative agency initiate mediation. Both parties agree to mediate and participate in the selection of a mediator. If the two (2) parties can not mutually agree to a mediator within five (5) days of the above mentioned request, the IELRB shall be mutually requested to name a mediator from their roster. The costs of mediation shall be equally shared by the Board and the Union. Costs of legal representation or outside negotiators shall be borne by the individual party making use of those services.

If the parties have failed to reach an agreement prior to fifteen (15) days before the start of a new school term, the parties shall mutually request mediation by the IELRB. If the parties have failed to reach an agreement prior to five (5) calendar days before the start of a new school term, the terms and conditions of this Agreement shall continue in full force and effect until one (1) party gives written notice to terminate the Agreement not earlier than five (5) days prior to the termination date of the Agreement.

During the term of this Agreement, neither the Union nor its agents or any Teacher for any reason will authorize, institute, aid, condone or engage in a slowdown, work stoppage, strike or any other interference with the work and statutory functions or obligations of the Board. The Union agrees to notify all local officers and representatives of their obligation and responsibility to remain at work during any interruption which may be caused or initiated by others and to encourage Teachers violating this article to return to work unless there is a threat to the welfare of students and staff.

The Board agrees not to lock-out the bargaining unit members while this Agreement is In effect.

This Agreement shall be in effect from July 1, 2024 through June 30, 2027 and from year to year thereafter unless either party gives written notice as described above.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth below.

For the Elmhurst Teachers' Council

Dan Hall
Mr. Daniel Hall, President

6/25/2024
Date

Katie Diebold
Mrs. Katie Diebold, Secretary

6/25/2024
Date

For the Board of Education

Athena Arvanitis
Mrs. Athena Arvanitis, President

6/25/2024
Date

Courtenae Trautmann
Mrs. Courtenae Trautmann, Secretary

6/25/2024
Date